CASELOAD OF
MICHIGAN TRIAL COURTS

REPORTING FORMS AND INSTRUCTIONS
FOR CIRCUIT COURT

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INTRODUCTION

This manual is designed to instruct: 1) vendors what to program in their systems in order to report certain caseload statistics; and 2) manual courts what, when, and how to count and report certain caseload statistics.

The information collected for caseload will provide the court with general statistical information and basic data for making management decisions. More specifically, the information can be used for:

- policy, planning, control, and evaluation of individual caseloads with regard to assignment, scheduling, and other caseflow management events and for identifying trends.
- the basis for resource allocation and budget requests including providing projections for statewide funding and assisting in resolving funding disputes.
- making recommendations for additional judgeships.
- comparing caseload and activities, providing feedback to trial courts, and providing information to the National Center for State Courts for national analysis.
- responding to inquiries from legislative/county government, judicial, and other interest groups and providing general information to the public regarding court activities.
- compiling the Annual Report of the State Court Administrative Office.

It is imperative that the information collected and reported be accurate and timely.

QUESTIONS

Questions about caseload should be directed to: the State Court Administrative Office, Trial Court Services at PO Box 30048, Lansing, Michigan 48909 - (517) 373-7496. The Caseload Reporting System (CRS) also has several mechanisms for getting answers to your quesitons: 1) a question and answer section; and 2) a feedback form for asking questions electronically. Questions posed through the feedback form on the CRS will be answered as quickly as possible, but it may take several days before you receive a response. If you need immediate assistance, contact the office by phone.

AUTHORITY FOR REPORTS

The Court Administrator, under the direction of the Supreme Court, shall collect and compile statistical and other data, make reports of the business transacted by the courts, and transmit the reports to the Supreme Court so that the statistics and other data may be used in taking proper action in the administration of justice. [MCR 8.103(5)]

The Court Administrator, under the supervision of the Supreme Court, shall obtain reports from courts, and the judges, clerks, and other officers of the courts, in accordance with rules adopted by the Supreme Court on cases and other judicial business conducted or pending in the courts, and report on them to the Supreme Court. [MCR 8.103(7)]

The clerk of every court shall submit reports as required by the State Court Administrative Office. [MCR 8.119(G)(2)]

Every trial judge shall, on the first business day of January, May, and September of each year, file with the State Court Administrator a certified statement in the form prescribed by the State Court Administrator, containing full information on any matter submitted to the judge for a decision more than 4 months earlier which remains undecided. [Statement of Matters Undecided, MCR 8.107 (SCAO 27 and SCAO 27a)]

The chief judge of the court in which criminal proceedings are pending shall file with the State Court Administrator a monthly report setting forth the reasons for delay in the proceedings. [Speedy Trial, MCR 6.004, MCR 8.110(C)(5) (SCAO 13 and SCAO 14)]

The State Court Administrative Office shall publish an annual report evaluating the court regarding its duty under this act to engage in obtaining permanency for children. The report shall include at least information and statistics detailing the court's adherence to each time period prescribed by this act or court rule for the management and disposition of children's cases that are petitioned under MCL 712A.2(b) and, if the court fails to adhere to a time period, the specific reasons for that failure. [Circuit Court Caseload, MCL 712A.22 (SCAO 31)]

All trial courts of this state are directed to report to the State Court Administrative Office caseflow management statistics and other caseflow management data required by that office. [Mich Sup Ct AO 1991-4, B.]

GENERATING REPORTS

Reports must either be typed online in the report format supplied at the Supreme Court's website or transmitted via the Internet in the file format provided by the State Court Administrative Office.

FILING INSTRUCTIONS

Every trial court must report their caseload statistics to the State Court Administrative Office on a quarterly basis. Reporting of Parts 1 and 2 will begin January 1, 2002 and must be completed for each court location by funding unit and election division. In addition, the Family Division of the Circuit Court must continue to complete SCAO 40b, the activity report of delinquency and child protective proceedings.

Before transmitting caseload statistics to the State Court Administrative Office, a printed copy of the report should be provided to each chief judge of the court to verify the accuracy of the statistics.

Quarterly caseload statistics must be transmitted no later than 30 days following the end of the report period.

CASE TYPE CODES - CASE INFORMATION CONTROL SYSTEM

The case type codes required by the Michigan Trial Court Case File Management Standards must be used for reporting cases. The case information control system is intended to classify the principal subject matter of cases (not the specific nature of proceedings).

Each case type is reported separately in Parts 1 and 2. In a criminal or juvenile delinquency case, the most serious offense defines the case type code to be assigned.

Requests to amend the case type codes must be submitted to the State Court Administrative Office, Trial Court Services Division.

DATA ELEMENTS AND MICHIGAN SUPREME COURT - COURT DATA STANDARDS

In programming systems for collecting, compiling, and reporting the statistics required by these reports, courts must use the data elements specified in the collection format and must comply with any applicable Court Data Standards of the Michigan Supreme Court.

CONVERSION

At a minimum, new case type codes **must** be used for both new case filings and pending cases starting January 1, 2002. However, for the integrity of each court's case management system and to avoid the necessity of operating dual programs, it is recommended that all cases be converted to the new codes to accommodate continuing activity on cases that have already been reported disposed. Except as indicated in the instructions, all pre-existing codes must be converted to the new case type codes before compiling the first caseload report for the quarter of January-March 2002. Additionally, courts should either: 1) convert all closed cases; or 2) have provisions in software for requiring the recoding of closed cases in the event they are reopened.

Before generating the first quarterly report for January 1, 2002 through March 31, 2002, you must remove from the beginning pending figures of January 1, 2002 all pending cases which would have otherwise been disposed before December 31, 2001 had these new instructions for method of disposition been in place. *For example, before January 1, 2002, a criminal case in the circuit court, where there was a bench trial, would be reported disposed under non-jury verdict at the time the judgment is entered. However, under the reporting instructions after January 1, 2002, a criminal case in the circuit court, where there was a bench trial, would be reported disposed at the time the bench verdict is entered. In this example, it is January 1, 2002, the criminal case has already had a verdict entered, but the sentencing hearing has not been held, so judgment has not been entered. It would be considered a "pending" case under the old system, but under the new system, it would be counted disposed.*

OVERVIEW OF REPORT SECTIONS

Four parts to the report were developed; however, only the first two are being implemented on January 1, 2002. Parts 3 and 4 are described below, but are pending implementation and the actual formats are not included. Where approriate, the sections correspond with one another throughout each of the four parts of the report. Instructions for compiling and reporting statistics are included.

Part 1: Caseload and Other Activity (implement January 1, 2002)

Part 1 is a summary of the caseload for each court location and is used to report, by case-type, the number of beginning pending cases/petitions as of January 1 of each year, new filings in each quarter and reopened cases/petitions in each quarter.

Part 2: Method of Disposition (implement January 1, 2002)

Part 2 is a summary of the caseload disposition methods for each court location and is used to report, by case type, the method by which complaints, petitions, and other pleadings are disposed in each quarter.

Each disposition should be entered in the column representing the highest form of final disposition within the case using the hierarchy as defined in each section.

Part 3: Judicial Events (implementation date not determined yet)

Part 3 will be used by each judge, referee, and magistrate to report the number of significant events associated with their assigned caseloads. It will include both pre- and post-judgment events. These figures will not total the pending figures from Part 1.

Part 4: Time Guidelines and Case Age (implementation date not determined yet)

Part 4 will used by each judge, referee, and magistrate to report, of their assigned caseload, the case age at disposition and pending case age. This report will be completed annually and submitted with Parts 1 through 3 of the last quarter of every reporting year.

Until Part 4 is implemented, courts are still required to prepare case-age and time guidelines reports in accordance with Michigan Supreme Court Administrative Order 1991-4.

The Family Division of the Circuit Court must **continue to report** the activity required by the Monthly Activity Report for Juvenile Division of Michigan Probate Court, SCAO 40b (2/94). However, after December 31, 2001 the report form SCAO 40b will be referred to as the **Quarterly Activity Report for Family Division of Circuit Court - Juvenile**. Also, starting January 1, 2002, SCAO 40b is to be submitted quarterly instead of monthly.

GENERAL DEFINITIONS

- **Adjudication**: Adjudication is the point at which the court enters a finding on an original petition, complaint, citation, or other pleading. Adjudication means a "method of disposition". Reporting of adjudication is triggered by the event which will ultimately result in a dispositive judgment or order. In either situation, **disposition does not mean a case is closed**.

- **Case**: A case is an action opened by the court because it has received an original petition, complaint, citation, or other pleading. In juvenile and child protective proceedings, a case often means a specific child rather than an action opened because of a petition. **For purposes of caseload reporting, a juvenile and child protective case means an action opened because of an original petition.**

- **Closed Case**: Closing of a case varies. It is generally the point at which it is likely that no further action will be taken on a case. There are many situations where a closed case can be reopened because someone motions the court.

Some examples of case closure are: 1) the end of an appeal period in a civil case; 2) after someone is discharged from probation or pays in full a financial obligation to the court in a criminal or traffic case; 3) when a child is no longer under the jurisdiction of the court; 4) when an order of adoption is finalized; or 5) when the last child in a divorce reaches the age of 18 or up to 19 1/2 years of age if still in high school. For purposes of caseload reporting, **closing of cases is not reported**.

- **Disposition**: For purposes of caseload reporting, disposition means adjudication.

- **File**: A file is the repository for collecting the pleadings and other documents and materials related to a specific case. A file also refers to a child who is in the court system as a result of a child protective or juvenile proceeding. Some courts include more than one child in a single file. Child protective or juvenile files often include more than one case (petition).

- **Original Petition**: The first petition in a juvenile, child protective, or adoption proceeding which is assigned a new petition (case) number and an authorized case type code.

- **Pending Case/Petition**: A pending case/petition is one in which there has been no finding of adjudication on the pleading (petition, complaint, citation, or other document which initiated the action with the court). Does not include inactive cases.

- **Reopened Case**: For purposes of caseload reporting, a case/petition is considered reopened when it comes back to the court for another disposition after having been reported disposed statistically. A case may be reopened and disposed more than once.

Useful References

Other references which are useful in developing and maintaining trial court case management systems are the Michigan Supreme Court - Court Data Standards and the Michigan Trial Court Case File Management Standards.

CASE TYPE CODES

Conversion List for Case Type Codes: CIRCUIT

CASE TYPE CODES	NEW	OLD
A.Appeals, Administrative Review, Extraordinary Writs		
1. Other Agencies	AA	AA
2. Emp. Security Commission	AE	AE
3. Habeas Corpus	AH	AH
4. Secretary of State	AL	AL
5. Parole Board Decisions	AP	AP
6. Criminal Appeals	AR	AR
7. Superintending Control	AS	AS
8. Civil Appeals	AV	AV
9. Other Writs	AW	AW
10. Other Extra. Law Remedies	AZ	AZ
B.Criminal		
1. Extradition/Detainer	AX	AX
2. Capital Felonies	FC	FC
3. Noncapital Felonies	FH	FH
4. Juvenile Felony Offenses	FJ	none
C. Civil		
1. Business Claims	CB	CB
2. Condemnation	CC	CC
3. Employment Discrimination	CD	none
4. Environment	CE	CE
5. Forfeiture	CF	CF
6. Housing and Real Estate	CH	CH
7. Contracts	CK	CK
8. Labor Relations	CL	CL
9. Antitrust, Franchising, Trade	CP	CP
10. Corporate Receivership	CR	CR
11. Other General Civil	CZ	CZ
12. Property Damage, Auto Neg.	ND	ND
13. No-Fault Automobile Insurance	NF	NF
14. Medical Malpractice	NH	NH
15. Personal Injury, Auto Neg.	NI	NI
16. Other Professional Malpractice	NM	NM
17. Other Personal Injury	NO	NO
18. Products Liability	NP	NP
19. Dramshop Act	NS	NS
20. Other Damage Suit	NZ	NZ
~~21. Attachment~~	gone	PA
22. Proceedings to Restore, Establish, or Correct Records	PC	PC
23. Claim and Delivery	PD	PD
~~24. Garnishment~~	gone	PG
25. Receivers in Sup. Proceedings	PR	PR
26. Supplementary Proceedings	PS	PS
27. Other Misc. Proceedings	PZ	PZ
Court of Claims		
28. Highway Defect	MD	none
29. Health Care Provider Mal.	MH	none
30. Contracts	MK	none
31. Constitutional Claims	MM	none
32. Prisoner Litigation	MP	none
33. Tax Related Suits	MT	none
34. All Other Claims for Money Dmg.	MZ	none
D.Domestic Relations		
1. Custody	DC	DC
2. Interstate Filing	DF	DF
3. URESA Initiation	DI	DI
4. Divorce, Minor Children	DM	DM
5. Divorce, No Children	DO	DO
6. Paternity	DP	DP
7. Registration of Foreign Orders	DR	DR
8. Other Support	DS	DS
9. URESA Enforcement	DU	DU
10. Interstate Income Withholding	DW	DW
11. Other Family Matters	DZ	DZ
12. Transfer Custody	TC	TC
13. Transfer URESA Initiation	TI	TI
14. Transfer Divorce, Minor Children	TM	TM
15. Transfer Divorce, No Children	TO	TO
16. Transfer Paternity	TP	TP
17. Transfer Other Support	TS	TS
18. Transfer URESA Enforcement	TU	TU
19. Transfer Other Family Matters	TZ	TZ
20. UIFSA Filing-Modification	UC	UC
21. Assist with Discovery	UD	UD
22. UIFSA Establishment	UE	UE
23. UIFSA Filing-Enforcement	UF	UF
24. UIFSA Initiation	UI	UI
25. Regis. of Orders for Mod.	UM	UM
26. Regis. of Orders for Enf.	UN	UN
27. UIFSA Filing-Income With.	UO	UO
28. Transfer UIFSA Enforcement	UT	none
29. Regis. of Income With. Orders	UW	UW
E.Juvenile Delinquency		
1. Designated Juvenile Cases	DJ	DJ
2. Delinquency	DL	DL
3. Personal Protection	PJ	PJ
4. Traffic and Ordinance	TL	TO
F.Neglect/Abuse		
1. Child Protective	NA	NA
G.Adoption		
1. Adult Adoptions	AB	none
2. Agency International Adoptions	AC	none
3. Direct Placement Adoptions	AD	*
4. Relative Adoptions	AF	none
5. Safe Delivery of Newborn Adopt.	AG	none
6. Agency MCI Adoptions	AM	none
7. Non-Relative Guardian Adopt.	AN	none
8. Agency Other Adoptions	AO	none
9. Step-Parent Adoptions	AY	none
10. Release to Adopt; No Case	RB	none
11. Release to Adopt; NA Case	RL	none
H.Miscellaneous Family		
1. Emancipation of Minor	EM	EM
2. Infectious Disease	ID	ID
3. Safe Delivery of Newborn Child	NB	none
4. Name Change	NC	NC
5. Personal Protection (Stalking)	PH	PH
6. Personal Protection (Domestic)	PP	PP
7. Waiver of Parental Consent	PW	PW
8. Violation, Out-County Adult PPO	VP	none
I. Ancillary Proceedings		
See Probate Court case type codes, Section D		

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Case Type Codes Effective January 1, 2002 rev. 09/24/02

Case type codes approved by the State Court Administrative Office in accordance with MCR 8.117 and published as Component 39 of the *Michigan Trial Court Case File Management Standards* (for an electronic copy of the standards, see http://courts.michigan.gov/.).

(A) **Circuit Court Case Type Code List.** The following case type code list must be used in circuit court as provided in Component 1 of the Michigan Trial Court Case File Management Standards. The bracketed letters are the case type codes.

(1) *Appeals*

(a) Agencies [AA]. All matters from administrative agencies other than the Michigan Employment Security Commission and the Michigan Secretary of State.

(b) Employment Security Commission [AE]. All matters regarding Michigan Employment Security Commission actions.

(c) Parole Board Decisions [AP]. Appeals in parole board decisions.

(d) Criminal Appeals [AR]. All criminal appeals from a lower court when filed in a higher court.

(e) Civil Appeals [AV]. All civil appeals from a lower court when filed in a higher court.

(2) *Administrative Review, Superintending Control, Extraordinary Writs*

(a) Habeas Corpus [AH]. All writs of habeas corpus except habeas corpus to obtain custody of a child.

(b) Licensing and Vehicles [AL]. All matters regarding Secretary of State actions.

(c) Superintending Control [AS]. All matters involving superintending control or supervisory control powers of the court.

(d) Writs [AW]. All actions for mandamus and quo warranto and other writs.

(e) Other Extraordinary Law Remedies [AZ]. All other extraordinary law remedies.

(3) *Criminal*

(a) Extradition/Detainer [AX]. All extradition and detainer matters initiated by Michigan to other states.

(b) Capital Felonies [FC]. Capital felony cases, in which life sentence is possible and a larger number of peremptory jury challenges is provided.

(c) Noncapital Felonies [FH].

(d) Juvenile Felonies [FJ]. Felony offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 5.950. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court.

(4) *Civil Damage Suits*

(a) Property Damage, Auto Negligence [ND]. All complaints of property damage but not personal injury involving the use of a motor vehicle.

(b) No-Fault Automobile Insurance [NF]. All claims for first-party personal protection benefits and first-party property protection benefits under the no-fault automobile insurance act.

(c) Medical Malpractice [NH]. All claims involving health care provider malpractice.

(d) Personal Injury, Auto Negligence [NI]. All complaints of personal injury, or personal injury and property damage, involving the use of a motor vehicle.

(e) Other Professional Malpractice [NM]. All claims involving professional malpractice other than health care provider malpractice.

(f) Other Personal Injury [NO]. All other claims involving liability for personal injury not otherwise coded.

(g) Products Liability [NP]. All claims involving products liability.

(h) Dramshop Act [NS]. All claims involving liability under the dramshop act.

(i) Other Damage Suits [NZ]. All claims involving liability for personal injury.

(5) *Other Civil Matters*

(a) Business Claims [CB]. All claims involving partnership termination and other business accountings.

(b) Condemnation [CC]. All condemnation proceedings.

(c) Employment Discrimination [CD]. All complaints of employment discrimination.

(d) Environment [CE]. All environmental matters such as zoning, pollution, etc.

(e) Forfeiture Claims [CF]. All claims of interest in property seized under the Controlled Substance Act which may be subject to forfeiture.

(f) Housing and Real Estate [CH]. All housing, real estate, foreclosure, land contracts, and other property proceedings (except landlord-tenant and land

contract summary proceedings).

(g) Contracts [CK]. All proceedings involving contractual obligations not otherwise coded.

(h) Labor Relations [CL]. All labor-management matters except employment discrimination.

(i) Antitrust, Franchising, and Trade Regulation [CP]. All complaints regarding unlawful trade practices including but not limited to pricing and advertising of consumer items, regulation of watercraft, restraint of trade and monopolies, Consumer Protection Act, Farm and Utility Equipment Franchise Act, franchise investment law, motor vehicle dealer agreements, and the Motor Fuel Distribution Act.

(j) Corporate Receivership [CR]. All corporate receivership proceedings.

(k) General Civil [CZ]. All other civil actions not otherwise coded.

(l) Proceedings to Restore, Establish, or Correct Records [PC]. All proceedings to restore, establish or correct records which are assigned a new case number (not brought under an existing case).

(m) Claim and Delivery [PD]. All complaints to recover personal property which are assigned a new case number (not brought under an existing case).

(n) Receivers in Supplemental Proceedings [PR]. All proceedings appointing a receiver which are assigned a new case number (not brought under an existing case).

(o) Supplemental Proceedings [PS]. All supplemental proceedings which are assigned a new case number (not brought under an existing case).

(p) Miscellaneous Proceedings [PZ]. All other matters assigned a new case number (not brought under an existing case), including the following matters: grand jury and multi-county grand jury.

(6) *Family Division - Domestic Relations*

(a) Custody [DC]. All habeas corpus to obtain custody of a child; order to show cause for custody of a child; other custody, or custody and support proceedings when no divorce action has been filed; or actions under the Uniform Child Custody Jurisdiction Enforcement Act.

(b) Interstate Filing [DF]. All support matters submitted for filing only under the Uniform Reciprocal Enforcement of Support Act and the Interstate Income Withholding Act.

(c) Outgoing Support Enforcement Proceedings [DI]. All support enforcement proceedings outgoing to another state under the Uniform Reciprocal Enforcement of Support Act.

(d) Divorce, Minor Children [DM]. All complaints for divorce, separate maintenance, or annulment when minor children are involved.

(e) Divorce, No Children [DO]. All complaints for divorce, separate maintenance, or annulment when no minor children are involved.

(f) Paternity [DP]. All questions of paternity; paternity and custody; or paternity, custody, and support.

(g) Registration of Foreign Orders [DR]. All registrations of foreign support orders received from another state under the Uniform Reciprocal Enforcement of Support Act.

(h) Other Support [DS]. All support matters under the Family Support Act.

(i) URESA Enforcement [DU]. All support enforcement proceedings incoming from another state under the Uniform Reciprocal Enforcement of Support Act.

(j) Interstate Income Withholding [DW]. All support orders incoming from another state under the Interstate Income Withholding Act.

(k) Other Domestic Relations Matters [DZ]. All other prejudgment matters involving domestic relations proceedings not otherwise coded.

(l) Transfer Custody [TC]. All intrastate transfers of postjudgment custody or custody and support proceedings where no divorce action has been filed.

(m) Transfer URESA, Initiation [TI]. All intrastate transfers of postjudgment support enforcement proceedings outgoing to another state under the Uniform Reciprocal Enforcement of Support Act.

(n) Transfer Divorce, Minor Children [TM]. All intrastate transfers of postjudgment divorce; divorce and custody; or divorce, custody, and support complaints when minor children are involved.

(o) Transfer Divorce, No Children [TO]. All intrastate transfers of postjudgment divorce complaints when no minor children are involved.

(p) Transfer Paternity [TP]. All intrastate transfers of postjudgment paternity; paternity and custody; or paternity, custody, and support complaints.

(q) Transfer Other Support [TS]. All intrastate transfers of postjudgment support matters under the Family Support Act.

(r) Transfer URESA Enforcement [TU]. All intrastate transfers of postjudgment support enforcement proceedings incoming from another state under the Uniform Reciprocal Enforcement of Support Act.

(s) Transfer Other Family Matters [TZ]. All intrastate transfers of other postjudgment matters involving domestic relations proceedings not otherwise coded.

(t) UIFSA Modification; Filing [UC]. All outgoing requests for registration of an order for the specific purpose of modification under the Uniform Interstate Family Support Act.

(u) Assist with Discovery [UD]. All proceedings under the Uniform Interstate Family Support Act to assist with discovery or to compel a response to a discovery order issued by another state's tribunal.

(v) UIFSA Establishment [UE]. All support and paternity establishment proceedings incoming from another state under the Uniform Interstate Family Support Act.

(w) UIFSA Enforcement; Filing [UF]. All outgoing requests for registration of another state's order for the specific purpose of enforcement under the Uniform Interstate Family Support Act.

(x) UIFSA Initiation [UI]. All support and paternity establishment proceedings outgoing to another state under the Uniform Interstate Family Support Act.

(y) Registration of Orders for Modification [UM]. All incoming registrations of another state's orders for the specific purpose of modification under the Uniform Interstate Family Support Act.

(z) Registration of Orders for Enforcement [UN]. All incoming registrations of another state's orders for the specific purpose of enforcement under the Uniform Interstate Family Support Act.

(aa) UIFSA Income Withholding; Filing [UO]. All outgoing requests for registration of another state's order for the specific purpose of income withholding under the Uniform Interstate Family Support Act.

(bb) Transfer UIFSA [UT]. All intrastate transfers of postjudgment support enforcement proceedings incoming from another state under the Uniform Interstate Family Support Act.

(cc) Registration of Income Withholding Orders [UW]. All incoming registrations of another state's orders for the specific purpose of income withholding under the Uniform Interstate Family Support Act.

(7) *Family Division - Proceedings under Juvenile Code*

(a) Designated Juvenile Offenses [DJ]. All juvenile offenses designated by the prosecutor or court to be heard in the family division of circuit court in the same manner as an adult criminal case is heard in the criminal division of the circuit court.

(b) Delinquency Proceedings [DL]. All delinquency proceedings initiated by petition under the juvenile code or initiated by Uniform Law Citation for various minor offenses not in the Motor Vehicle Code.

(c) Child Protective Proceedings [NA]. All child protective proceedings initiated by petition under the juvenile code.

(d) Personal Protection Actions Brought Under the Juvenile Code [PJ]. All petitions seeking a personal protection order against a respondent under the age of 18. Includes proceedings conducted for violation of personal protection orders issued under the juvenile code when heard by a county other than the county that issued the personal protection order.

(e) Traffic and Local Ordinance [TL]. All traffic and local ordinance issued on a Uniform Law Citation under the Motor Vehicle Code or local corresponding ordinance.

(8) *Family Division - Proceedings under Adoption Code*

(a) Adult Adoptions [AB]. All petitions for adult adoption.

(b) Agency International Adoptions [AC]. All petitions for foreign children adoption.

(c) Direct Placement Adoptions [AD]. All petitions for direct placement adoption including temporary placements prior to filing of petition for direct placement.

(d) Relative Adoptions [AF]. All petitions for adoption of a minor by a relative within the fifth degree of consanguinity including a relative guardian, but not including step-parent or direct placement adoptions.

(e) Safe Delivery of Newborn Adoptions [AG] - All petitions for adoption of a child where the parental rights of at least one of the parents was terminated under the safe delivery of newborn act.

(f) Permanent Ward Adoptions (state ward or court ward) [AM]. All petitions for adoption of a state or court ward where the parental rights of at least one of the parents was terminated under the juvenile code.

(g) Non Relative Guardian Adoptions [AN]. All petitions for adoption of a minor by a guardian who is not a relative.

(h) Other Adoptions [AO]. All other petitions for adoption of a minor not otherwise designated.

(i) Step-Parent Adoptions [AY]. All petitions for adoption of a minor by a step-parent.

(j) Release to Adopt; No Case [RB]. All releases to adopt; no case pending.

(k) Release to Adopt [RL]. All releases to adopt; result of a child protective case.

(9) *Family Division - Miscellaneous Proceedings*

(a) Emancipation of Minor [EM]. All emancipation proceedings initiated under the status of minors and emancipation act.

(b) Infectious Disease [ID]. All proceedings under the public health code for treatment of infectious disease or testing for infectious disease.

(c) Safe Delivery of Newborn Child [NB]. All proceedings involving a newborn child surrendered under the Safe Delivery of Newborns act (MCL 712.1 et seq.).

(d) Name Change [NC]. All name change proceedings.

(e) Personal Protection Against Stalking [PH]. All personal protection proceedings under MCL 600.2950a; MSA 27A.2950a when there is no domestic relationship between the parties and the respondent is not under the age of 18.

(f) Personal Protection in Domestic Relationships [PP]. All personal protection proceedings under MCL 600.2950; MSA 27A.2950 and/or MCL 600.2950a; MSA 27A.2950a when there is a domestic relationship between the parties and the respondent is not under the age of 18.

(g) Waiver of Parental Consent to Obtain Abortion [PW]. All waiver of parental consent proceedings under the parental rights restoration act.

(h) Violation Proceedings on Out-of-County Personal Protection Order - Revised Judicature Act [VP]. All proceedings conducted for violation of personal protection orders issued under MCL 600.2950 or MCL 600.2950a when heard by a county other than the county that issued the personal protection order. This case is filed as “In the Matter of”.

(10) *Family Division - Ancillary Proceedings*. Use case type codes listed in (C) for matters filed in the probate court which may alternatively be filed in the family division of circuit court as an ancillary proceeding.

(11) *Court of Claims*.

(a) Highway Defect [MD]. All claims involving highway defects.

(b) Medical Malpractice [MH]. All claims involving health care provider malpractice.

(c) Contracts [MK]. All other proceedings involving contractual obligations not otherwise coded.

(d) Constitutional Claims [MM]. All claims for money damages brought under the Michigan Constitution.

(e) Prisoner Litigation [MP]. All claims for money damages against the State of Michigan filed by state prisoners.

(f) Tax Related Suits [MT]. All claims involving liability for state taxes.

(g) Other Damage Suits [MZ]. All other claims for money damages.

(B) **District Court Case Type Code List.**

(C) **Probate Court Case Type Code List.**

COLLECTION FORMAT AND INSTRUCTIONS

Approved, SCAO

CIRCUIT COURT CASELOAD Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period.			Quarter	Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS AND REOPENED CASES **Provide beginning pending only on the January report.

SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ
1	Beginning Pending**										
2	New Filings										
3	Reopened										

SECTION B: CRIMINAL

Line	CASE TYPE	AX	FC	FH	FJ
1	Beginning Pending**				
2	New Filings				
3	Reopened				

SECTION C: CIVIL

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Beginning Pending**													
2	New Filings													
3	Reopened													

Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ
1	Beginning Pending**												
2	New Filings												
3	Reopened												

Use this format to report Court of Claims cases using the case type codes MD, MH, MK, MM, MP, MT, and MZ

CIRCUIT COURT CASELOAD - PART 1: NEW FILINGS AND REOPENED CASES

SECTION D: DOMESTIC RELATIONS

Line	CASE TYPE	DC	DF	DI	DM	DO	DP	DR	DS	DU	DW	DZ	TC	TI	TM	TO	TP
1	Beginning Pending**																
2	New Filings																
3	Reopened																

Line	CASE TYPE	TS	TU	TZ	UC	UD	UE	UF	UI	UM	UN	UO	UT	UW
1	Beginning Pending**													
2	New Filings													
3	Reopened													

SECTION E: JUVENILE

Line	CASE TYPE	DJ	DL	PJ	TL
1	Beginning Pending**				
2	New Petitions				
3	Reopened				

CIRCUIT COURT CASELOAD - PART 1: NEW FILINGS AND REOPENED CASES

SECTION F: CHILD PROTECTIVE

Line	CASE TYPE	NA	Children
1	Beginning Pending**		
2	New Petitions		
3	Reopened		

Line	CASE TYPE	NA	Children
4	Term. Pet. (Orig./Amend)		
5	Term. Pet. (Supplemental)		
6	Supplemental Petitions		

Line	Children (NA)
7	

Number of children in line 2 who have had prior court jurisdiction under child protective proceedings

SECTION G: ADOPTION

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Beginning Pending**									
2	New Filings									
3	Reopened									

Line	TYPE	RB	RL
4	Releases Executed		

Line	OTHER MATTERS	
5	Petitions for Confidential Intermediary	
6	Requests for Release of Information	

SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Beginning Pending**								
2	New Petitions								
3	Reopened								

SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions**										
2	New Filings										

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.

- Except for Court of Claims cases, assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**

- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiciton, the statistics must be provided in Section I of this report.

- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.

Section A: Appeals, Administrative Review, Extraordinary Writs - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- An appeal, administrative case, or extraordinary writ is counted as a new filing when a claim of appeal is received for filing, a petition for leave to appeal is received for filing, a petition for review is received for filing, or an extraordinary writ is received for filing.

Forms which may be used to open an appellate case are:
MC 55 (Claim of Appeal)
CC 403 (Claim of Appeal and Order Appointing Counsel)

Court rules associated with opening an appellate or administrative case are MCR 5.801(C), 6.625, 7.101(C), 7.102, 7.103(B), 7.104, and 7.105(C). Court rules associated with opening a civil action for extraordinary relief are MCR Subchapter 3.300.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- An appeal, administrative case, or extraordinary writ is counted as a reopened case when remanded to the circuit court by a higher court.

Court rules associated with reopening an appellate or administrative case or an action for extraordinary relief are MCR 7.216(A) and 7.316(A).

Section B: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. The most serious offense defines the case type code to be assigned.

- A criminal case is counted as a new filing when a bindover is received for filing, an order waiving a juvenile from family division to criminal division is received for filing, or a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
  - Count a high court misdemeanor as a felony.
  - A felony complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
  - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
  - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

  Forms which may be used to open a criminal case are:
  MC 200 (Bind Over/Transfer After Preliminary Examination, Felony)
  MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 5.950(C), 6.101, 6.110(G), and 6.907 and MCL 766.13.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A criminal case is counted as a reopened case:
  - when returned from the district court.
  - when the case is remanded from a higher court for a new trial.
  - when the defendant or juvenile has been arraigned on a warrant issued prior to judgment.
  - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
  - when local diversion programs are unsuccessful and traditional processing is pursued.
  - when prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.

Court rules and statutes associated with reopening a criminal case are MCR 6.104, 6.110(G), 6.125(E), 6.310, 6.312, 6.431, 7.215(D), 7.216(A), 7.316(A), and 7.317 and MCL 330.2028.

Section C: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is transferred from district court for any reason.
- The 30th Circuit Court must count as a new filing a Court of Claims case. Any court assigned a case from the Court of Claims must count the case as a new filing unless there is an underlying case; if there is an underlying case, it becomes part of that case.
- Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:
MC 01 (Summons and Complaint)
MC 35 (Complaint, Claim and Delivery)
MC 62 (Application and Notice of Entry of Foreign Judgment)
MC 316 (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), and 4.002.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
  - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
  - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
  - reinstated after dismissal.
  - remanded or returned from another court.
  - a termination of bankruptcy is filed.
- Court of Claims cases assigned to another court and disposed by that court are not to be counted reopened by the 30th Circuit Court when or if returned for any final processing.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.215(D), and 7.317.

NOTE: Court of Claims cases should be reported using the same instructions and same format above. The case type codes are MD, MH, MK, MM, MP, MT, and MZ.

Section D: Domestic Relations - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A domestic relations case is counted as a new filing when a complaint is received for filing, when a certificate is filed under URESA/UIFSA, when a foreign order is registered, when a case is received by your court after transfer from another court because of change of venue, or when an interstate or intrastate case is transferred post-judgment.
  - For post-judgment transfers, count upon acceptance of case from other court or tribunal. Acceptance may include an order confirming.
  - Do not include cross-claims, 3rd party complaints, or counter claims.

  Forms which may be used to open a domestic relations case are:
  MC 01 (Summons and Complaint) along with the specific complaint.
  MC 316 (Order for Change of Venue)
  FOC 30a (Order Confirming Registration of Out of State Support Order)
  FOC 31 (Petition and Order for Transferring Case)

Court rules associated with opening a domestic relations case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.205, 3.212, 3.214, and 3.217.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A domestic relations case is counted as a reopened case when:
  - default judgment is set aside.
  - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
  - reinstated after dismissal.
  - remanded from the Court of Appeals for a new trial.
  - a judgment or order staying a case is set aside.

Court rules associated with reopening a domestic relation case are MCR 2.102(F), 2.502(C), 7.215(D), and 7.317.

Section E: Juvenile - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of petitions. Count petitions opened on the date received. Only one juvenile shall be included in a single petition, complaint, or citation. A petition, complaint, or citation may charge multiple offenses against one juvenile. The most serious offense defines the case type code to be assigned, i.e., if a delinquency and traffic offenses are filed on the same petition, the case type is DL.

- A juvenile petition is counted as a new petition when an original complaint, petition, or citation is received (not when authorized); when an order granting a request to designate a case is entered; or when a petition is received by your court after transfer from another court because of change of venue or change of jurisdiction including transfers from district court under MCR 6.911 and transfers from the circuit criminal division under MCL 712A.3.
  - If the filing is prosecutor-designated, count under DJ rather than DL. If the court designates the DL filing, count under DJ.
  - Do not count **supplemental** petitions **except** in a proceeding for violation of a personal protection order issued by another court.

  Forms which may be used are:
  JC 01 and JC 02 (Complaint)
  JC 04 (Petition)
  JC 29 (Order to Transfer Jurisdiction)
  JC 68 (Order After Designation Hearing)
  UC-01a or UC-01b (Uniform Law Citation)
  MC 200 (Bind Over/Transfer After Preliminary Examination, Felony)
  MC 316 (Order for Change of Venue)
  CC 375M (Petition for Personal Protection Order Against a Minor, Domestic Relationship)
  CC 377M (Petition for Personal Protection Order Against Stalking by a Minor, Non Domestic)

Court rules and statutes associated with a juvenile complaint or petition are MCR 5.926, 5.931, 5.939, and 6.911 and MCL 257.728, 712A.2, 712A.2b, 712A.2d, 712A.2h, and 712A.3.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A juvenile petition is counted as a reopened petition:
  - when remanded from another court for a new trial.
  - when a request to withdraw plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - when the juvenile fails to comply with a consent calendar agreement or a diversion program.
  - when the judge overturns a decision of a referee.
  - when the juvenile appears on a petition/citation which was previously reported disposed for failure to appear.
  - after receiving a report from Department of Community Health regarding competency of juvenile to stand trial and an order of competency is entered.
  - when the prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.
- Do not count as reopened a denied petition for ex parte personal protection order that is subsequently scheduled for hearing under MCR 3.705(B).

Court rules and statute associated with reopening a juvenile petition are MCR 5.941, 6.310, 7.215(D) and 7.317 and MCL 330.3028.

Section F: Child Protective - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Provide the total number of petitions. Count petitions opened on the date received. A petition may involve more than one child.

- A child protective petition is counted as a new petition when an original complaint or petition is received (not when authorized), including petitions received by your court after transfer from another court because of change of venue or jurisdiction.
  - If multiple children are included in one complaint or petition, count as one petition.
  - Count the total number of children in each complaint or petition received.
  - Count supplemental petitions separately (see Lines 5 and 6).

  Forms which may be used in child protective cases are:
  JC 01 and JC 02 (Complaint)
  JC 04 (Petition)
  JC 29 (Order to Transfer Jurisdiction)
  MC 316 (Order for Change of Venue)

Court rules and statutes associated with a child protective complaint or petition are MCR 5.926 and 5.961 and MCL 712A.2.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A child protective petition is counted as a reopened petition when:
  - remanded from another court for a new trial.
  - a request to withdraw plea is granted.

Court rules associated with reopening a child protective petition are MCR 5.971, 7.215(D), and 7.317.

Line 4: Count the total number of termination petitions which were included in original or amended petitions. Count the total number of children in each petition received.

Line 5: Count the total number of termination petitions received as supplemental petitions. Count the total number of children in each petition received.

Line 6: Count the total number of supplemental petitions received, not including termination petitions. Count the total number of children in each petition received.

Line 7: Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings.

Note: Changes in petitions before adjudication are considered amended. Changes in petitions after adjudication are considered supplemental.

Section G: Adoptions - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Only one child shall be included in a single petition.

- An adoption case is counted as a new filing when an original petition is received for filing or when a case is received by your court after transfer from another court because of change of venue or jurisdiction.
  - Count authorizations for temporary placement as a new filing under AD. Petitions for direct placement which have been preceded by an authorization for temporary placement should not be assigned a new case number and should not be counted as a new filing.
  - Do not count supplemental petitions, releases, or consents on this line (see Line 4 for counting releases).
  - Do not count petitions for confidential intermediaries on this line (see Line 5).

  Forms which may be used for opening an adoption case are:
  PCA 301 (Petition for Adoption)
  PCA 301a (Petition for Direct Placement Adoption)
  MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening an adoption case are MCR 5.751 and MCL 333.2830, 710.24, 710.26, 710.45, 710.46, 710.52, and 710.56.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases.

- An adoption case is counted as a reopened case when:
  - remanded from another court for further consideration after a final order is entered.
  - petition for rehearing is received for filing and rehearing is granted.
  - petition to rescind adult adoption is received for filing. *Form PCA 349 (Petition for Recission of Adoption and Order)*

Court rules associated with reopening an adoption case are MCR 5.756, 7.215(D), and 7.317 and MCL 710.64(1) and 710.66.

Line 4: Under the appropriate type code, provide the total number of releases executed.

Line 5: Count the total number of petitions filed requesting a confidential intermediary regardless of the case type code.

Line 6: Count the total number of requests filed for release of adoption information regardless of the case type code.

Section H: Miscellaneous Family - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A miscellaneous family case is counted as a new filing when an original petition is received for filing, when a case is received by your court after transfer from another court because of change of venue or jurisdiction, or when a respondent is arraigned for violating an out-of-county personal protection order.
  - Count petitions for ex parte order for transport and temporary detention for infectious disease as a new filing. Petitions for treatment of infectious disease which have been preceded by an ex parte order for transport and temporary detention for infectious disease should not be assigned a new case number and should not be counted as a new filing.
  - Do not count petitions for continuing treatment of infectious disease.
  - Do not count petitions to rescind order of emancipation; see Line 3.

  Forms which may be used for opening a miscellaneous family division case are:
  PC 51 (Petition to Change Name)
  PC 100 (Petition for Emancipation, Affidavit, and Waiver of Notice)
  PC 104 (Petition for Treatment of Infectious Disease)
  PC 110 (Petition and Ex Parte Order for Transport and/or Temporary Detention)
  PC 119 (Petition for Waiver of Parental Consent for an Abortion)
  MC 72 (Petition for Testing of Infectious Disease)
  CC 375 (Petition for Personal Protection Order, Domestic Relationship)
  CC 377 (Petition for Personal Protection Order Against Stalking, Non Domestic Relationship)
  CCFD01 (Petition for Placement Order of Surrendered Newborn Child) or CCFD03 (Petition of Parent for Custody of Surrendered Newborn Child) whichever is filed filrst
  MC 316 (Order for Change of Venue)

Court rules and statutes associated with initiating miscellaneous family division actions are MCR 3.703, 5.101, 5.781, 5.782, and 5.783 and MCL 333.5204(4), 333.5205, 600.2950, 600.2950a, 710.24, 711.1, 722.4, and 722.903.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A miscellaneous family division case is counted as a reopened case when:
  - remanded from another court for a new hearing.
  - a petition is filed for treatment of infectious disease and was preceded by an ex parte order for transport and temporary detention for infectious disease.
  - a petition to rescind emancipation is filed.
- Count as a reopened case each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection order.

Court rules and statutes associated with reopening a miscellaneous family division case are MCR 3.705(B), 7.215(D) and 7.317 and MCL 333.5207 and 722.4d.

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes. DO NOT provide beginning pending numbers for the remaining three quarters.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction. Do not count requests for notice (form PC 624).
  - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is cancelled on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
  - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
  - Count a petition for appointment of conservator **and** protective order as a conservatorship case.
  - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

  Forms which may be used to file a guardianship or conservatorship case include:
  PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)
  PC 639 (Petition for Appointment of Conservator and/or Protective Order)
  PC 650 (Petition for Appointment of Limited Guardian of Minor)
  PC 651 (Petition for Appointment of Guardian of Minor)
  PC 658 (Petition for Appointment of Guardian, Individual with Developmental Disability)
  MC 316 or PC 608 (Order for Change of Venue)

- A mental commitment is counted as a new filing when form PCM 201 (Petition for Hospitalization/Application), form PCM 202 (Objection to Hospitalization of Minor), or form PCM 237 (Petition for Continued Hospitalization of a Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission of Developmentally Disabled Person) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404

CIRCUIT COURT CASE-TYPE CODES

SECTION A: APPEALS, ADMINISTRATIVE, WRITS

AA - Administrative review of agency matters not AE/AL
AE - Administrative review of MESC matters
AH - Habeas corpus except to obtain custody of child
AL - All matters regarding Secretary of State actions
AP - Appeals in parole board decisions
AR - Criminal appeals filed in higher court from lower court
AS - Superintending control matters
AV - Civil appeals filed in higher court from lower court
AW - Writs for mandamus and quo warranto and other
AZ - Other extraordinary law remedies

SECTION B: CRIMINAL

AX - Extradition and detainer matters
FC - Capital felony cases, life sentence
FH - Noncapital felony cases
FJ - Specified juvenile felony cases

SECTION C: CIVIL

CB - Business claims, partnership termination and other
CC - Condemnation proceedings
CD - Employment discrimination (Elliott Larsen)
CE - Environment matters
CF - Forfeiture under Controlled Substance Act
CH - Housing and real estate, foreclosure, land contracts
CK - Contractual obligations not otherwise coded
CL - Labor relations matters
CP - Antitrust, franchising, and trade regulation matters
CR - Corporate receivership proceedings
CZ - All other civil actions not otherwise coded
ND - Property damage, auto negligence complaints
NF - No-fault Automobile insurance claims, first party
NH - Medical malpractice claims
NI - Personal injury, auto negligence complaint
NM - Other professional malpractice claims
NO - Other personal injury claims
NP - Products liability claims
NS - Dramshop act claims
NZ - All other claims for damages not otherwise coded
PC - Proceeding to restore, establish, or correct records
PD - Claim and delivery to recover personal property
PR - Receivers in supplemental proceedings
PS - Supplemental proceedings
PZ - Grand jury, multi-county grand jury
Court of Claims
MD - Highway defect
MH - Health care provider malpractice
MK - Contracts
MM - Constitutional claims
MP - Prisoner litigation
MT - Tax related suits
MZ - All other claims for money damages

SECTION D: DOMESTIC RELATIONS

DC - Custody
DF - Interstate Filing
DI - Outgoing support enforcement proceedings
DM - Divorce, minor children
DO - Divorce, no children
DP - Paternity
DR - Registration of foreign orders for child support
DS - Other support
DU - URESA enforcement
DW - Interstate income withholding
DZ - Other family matters involving domestic relations
TC - Transfer custody
TI - Transfer URESA, initiation
TM - Transfer divorce, minor children
TO - Transfer divorce, no children
TP - Transfer paternity
TS - Transfer other support
TU - Transfer URESA enforcement
TZ - Transfer other family matters
UC - UIFSA modification filing
UD - UIFSA assist with discovery
UE - UIFSA establishment
UF - UIFSA enforcement; filing
UI - UIFSA initiation
UM - UIFSA modification registration
UN - UIFSA enforcement registration
UO - UIFSA income withholding filing
UT - Transfer UIFSA enforcement
UW - UIFSA income withholding registration

SECTION E: JUVENILE DELINQUENCY

DJ - Designated juvenile cases
DL - Delinquency
PJ - Personal protection
TL - Traffic and ordinance

SECTION F: NEGLECT/ABUSE

NA - Neglect and abuse

SECTION G: ADOPTION

AB - Adult adoptions
AC - Agency international adoptions
AD - Direct placement adoptions
AF - Relative adoptions; includes guardians
AG - Safe delivery of newborn adoptions
AM - Agency MCI adoptions
AN - Non-relative guardian adoptions
AO - Agency other adoptions
AY - Step-Parent adoptions
RB - Release to adopt; no case pending
RL - Release to adopt; result of NA case

SECTION H: MISCELLANEOUS FAMILY

EM - Emancipation of minors
ID - Infectious disease matters
NB - Safe delivery of newborn child
NC - Name change
PH - Adult personal protection; non domestic
PP - Adult personal protection; domestic
PW - Waiver of parental consent for abortion
VP - Violation of out-of-county adult personal protection order

SECTION I: ANCILLARY

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ
1	Order Entered										
2	Dismissed										
3	Case Type Change										

SECTION B: CRIMINAL

Line	CASE TYPE	AX	FC	FH	FJ
1	Jury Verdict				
2	Bench Verdict				
3	Guilty Plea				
4	Nolle Prosequi				
5	Dismissed by Court				
6	Transfer				
7	Inactive Status				
8	Local Diversion				
9	Case Type Change				

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION C: CIVIL

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Jury Verdict													
2	Bench Verdict													
3	Uncontested/ Default/Settled													
4	Transferred													
5	Dismissed by Party													
6	Dismissed by Court													
7	Inactive Status													
8	Other Disposition													
9	Case Type Change													

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION C: CIVIL

Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ
1	Jury Verdict												
2	Bench Verdict												
3	Uncontested/ Default/Settled												
4	Transferred												
5	Dismissed by Party												
6	Dismissed by Court												
7	Inactive Status												
8	Other Disposition												
9	Case Type Change												

Use this format to report Court of Claims cases using the case-type codes MD, MH, MK, MM, MP, MT, and MZ

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION D: DOMESTIC RELATIONS

Line	CASE TYPE	DC	DF	DI	DM	DO	DP	DR	DS	DU	DW	DZ	TC	TI	TM	TO
1	Bench Verdict															
2	Uncontested/ Default/Settled															
3	Transferred															
4	Dismissed by Party															
5	Dismissed by Court															
6	Inactive Status															
7	Post-Judgment Transfers															
8	Case Type Change															

Line	CASE TYPE	TP	TS	TU	TZ	UC	UD	UE	UF	UI	UM	UN	UO	UT	UW
1	Bench Verdict														
2	Uncontested/ Default/Settled														
3	Transferred														
4	Dismissed by Party														
5	Dismissed by Court														
6	Inactive Status														
7	Post-Judgment Transfers														
8	Case Type Change														

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION (ADJUDICATION)

SECTION E: JUVENILE

Line	CASE TYPE	DL	TL
1	Jury Verdict		
2	Bench Verdict		
3	Admission/ No Contest		
4	Prosecutor Waiver		
5	Traditional Waiver		
6	Nolle Prosequi		
7	Dismissed by Court		
8	Consent Calendar		
9	Transferred		
10	Diversion/ Not Auth.		
11	Designation Granted		
12	Inactive Status		
13	Not Charged		
14	Case Type Change		

Line	CASE TYPE	DJ
15	Jury Verdict	
16	Bench Verdict	
17	Guilty Plea	
18	Nolle Prosequi	
19	Dismissed by Court	
20	Inactive Status	

Line	CASE TYPE	PJ
25	Orders Issued Ex Parte	
26	Orders Issued After Hearing	
27	Transferred	
28	Dismissed/Denied Ex Parte	
29	Dismissed/Denied After Hearing	
30	Dismissed by Petitioner	
31	Orders Rescinded	
32	Orders Issued After Denial	

Line	**Juveniles in the System**	DL/TL/DJ
21	Court Supervision	
22	FIA Supervision	
23	DCJ Supervision (in Wayne County only)	
24	Pending Adjudication	

SECTION F: CHILD PROTECTIVE

Line	CASE TYPE	NA
1	Jury Verdict	
2	Bench Verdict	
3	Admission/ No Contest	
4	Dismissed/ Withdrawn	
5	Transferred	
6	Not Authorized	

Line	**Children in the System**	NA
7	Temporary Court Ward	
8	Temporary State Ward (MCIO)	
9	Permanent Ward (MCI and court)	
10	Pending Adjudication	

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION G: ADOPTION

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Finalized									
2	Withdrawn by Petitioner									
3	Dismissed by Court									
4	Transferred									
5	Recission Granted									
6	Recission Denied/With.									
7	Case Type Change									

SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Orders Issued Ex Parte								
2	Orders Issued After Hearing								
3	Transferred								
4	Dismissed/Denied Ex Parte								
5	Dismissed/Denied After Hearing								
6	Dismissed by Petitioner								
7	Orders Rescinded								
8	Orders Issued After Denial								
9	Case Type Change								

SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Granted										
2	Denied										
3	Transferred										
4	Withdrawn/ Dismissed										
5	Deferred										
6	Case Type Change										

General Reporting Instructions:

- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**

- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiciton, the statistics must be provided in Section I of this report.

- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type.

Section A: Appeals, Administrative Review, Extraordinary Writs - Method of Disposition

Report appeals, administrative review, and requests for extraordinary relief disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Order Entered *[MCR 3.300 et seq., 7.101(M), 7.105(M), 7.102(C), 7.104)]*

Count when an order other than a dismissal is entered.

Line 2: Dismissed *[MCR 7.101(G) and (J), 7.105(J)]*

Count when an order of dismissal is entered.

Line 3: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section B: Criminal - Method of Disposition

Report criminal cases in this section when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when they are assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict *[MCR 6.420]*

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict *[MCR 6.403]*

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea *[MCR 6.302, 6.303, 6.304]*

Count when a guilty plea is offered and accepted including guilty plea under MCL 750.350a (Parental Kidnapping Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Nolle Prosequi *(form MC 263) [MCR 6.110(F) and (H), 6.427]*

Count when nolle prosequi is filed by the prosecutor and an order is entered.

Line 5: Dismissed by Court *(form MC 262) [MCR 6.110(F) and (H), 6.427]*

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered.

Line 6: Remand/Transfer *(forms MC 200, MC 316) [MCR 6.110(G) and (H), MCL 712A.3, 762.7]*

Count remands or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only. Count waivers of extradition.

Line 7: Inactive Status *(forms MC 200, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]*

Count as inactive when a warrant is issued for nonappearance before adjudication or when a defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial.

Line 8: Local Diversion

Count when defendant consents to a drug court treatment program or other local diversion program as an alternative to traditional processing. If completion of the program is not successful and traditional processing is pursued, count the case reopened (see Part 1). Do not include assignment to youthful trainee status (MCL 769.4a) or judgment of guilt deferred under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section C: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Court of Claims cases reported by the 30th Circuit Court must be reported disposed when they are assigned to another court; the court assigned the case must then report the method of disposition as any other case. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 1 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict *[MCR 2.504(B), 2.600 et seq.]*
Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict *[MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq.]*
Count when decided by judge. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition *[MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq.]*
Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred *(form MC 316) [MCR 2.226, 2.227, MCL 700.22]*
Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

Line 5: Dismissed by Party *(form MC 09) [MCR 2.102(E), 2.502, 2.504(A)]*
Count voluntary dismissals by plaintiff.

Line 6: Dismissed by Court *(form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.410(D)(3), 2.502, 2.504(B), (E)]*
Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M).

Line 7: Inactive Status *(form MC 300)*
Count when any order staying a case (except interlocutory appeal) is filed (i.e. bankruptcy).

Line 8: Other Disposition
Count all other dispositions not otherwise provided for in the above. The 30th Circuit Court is to count a Court of Claims case disposed on this line when the case is assigned to another court. Count foreign judgments disposed at time of filing.

Line 9: Case Type Change
Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section D: Domestic Relations - Method of Disposition

Report domestic relations cases disposed as follows: For DC, DM, DO, DP, DS, DU, DZ, UE - when all claims of the plaintiff against the defendant or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. For DF, DI, DR, DW, TC, TI, TM, TO, TP, TS, TU, TZ, UC, UD, UF, UI, UM, UN, UO, UT, and UW, count case disposed under line 7 upon acceptance. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Bench Verdict *[MCR 3.211]*

Count when decided by judge. Count directed verdict after conclusion of plaintiff's case.

Line 2: Uncontested/Default/Settled *[MCR 2.600 et seq., 3.210(B), 3.211], 3.216(H)(7), (I)(3)*

Count when defaulted for no answer or when consent judgment is filed including those as a result of mediation, when default judgment is entered after plaintiff offers proofs and defendant has failed to appear, or when trial is commenced but case is settled before return of verdict.

Line 3: Transferred *(form MC 316) [MCR 2.227, 2.227]*

Count when transferred from one court to another before adjudication.

Line 4: Dismissed by Party *[MCR 2.102(E), 2.502, 2.504(A)]*

Count voluntary dismissals by plaintiff.

Line 5: Dismissed by Court *[MCR 2.102(E), 2.502, 2.504(B), (E)]*

Count when dismissed due to non-service and no progress.

Line 6: Inactive Status *(form MC 300)*

Count when any order staying a case (except interlocutory appeal) is filed.

Line 7: Post-Judgment Transfers Received and Accepted *[MCR 3.212, 3.214,3.602, MCL 552.513]*

Count each post-judgment transfer case disposed upon acceptance of case (acceptance may include order confirming) from another court or tribunal.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section E: Juvenile - Method of Disposition (Adjudication)

Report juvenile petitions (except petitions with DJ and PJ case types) in this section when all counts against the juvenile have been dismissed or adjudicated. Enter in the appropriate lines the number of petitions adjudicated for each of the case type codes. Do not count cases adjudicated when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of adjudication on the petition using the following hierarchy. For example, petition has 3 counts, juvenile pleads guilty to 2 counts and a jury trial was held on 1 count; count the petition adjudicated by jury verdict.

Line 1: Jury Verdict *[MCR 5.942, MCL 712A.18, 712A.18i]*

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 2: Bench Verdict *[MCR 5.942, MCL 712A.18, 712A.18i]*

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner's case even if during jury trial. Count entry of adjudication by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

Line 3: Admission/No Contest *[MCR 5.941, MCL 712A.18, 712A.18i]*

Count when a plea is offered and accepted. Count as plea if juvenile pleads during or after proofs are heard.

Line 4: Prosecutor's Discretionary Waiver *[MCR 5.935(A), MCL 712A.4]*

Count when prosecutor exercises discretionary waiver to district court following 5 day adjournment period requested in petition.

Line 5: Traditional Waiver *(form JC 29) [MCR 5.950(C), MCL 712A.4]*

Count when judge grants motion to waive jurisdiction to criminal division.

Line 6: Nolle Prosequi *(form MC 263) [MCR 5.935(B), MCL 712A.18]*

Count when nolle prosequi is filed by the prosecutor or city attorney and an order is entered.

Line 7: Dismissed by Court *(forms JC 14, JC 59, MC 262) [MCR 5.935(B), MCL 712A.18]*

Count when dismissed by court.

Line 8: Consent Calendar *[MCR 5.932(B), MCL 712A.18]*

Count when petition is authorized and juvenile consents to proceed on consent calendar.

Line 9: Transferred *(form MC 316) [MCR 5.926]*

Count transfers to another court (including tribal court) before adjudication.

Line 10: Diversion/Not Authorized *(forms JC 10) [MCR 5.932(A)]*

Count when petition is not authorized and/or the matter is referred for alternative services.

Line 11: Designation Granted *(form JC 68) [MCR 5.952(D), 5.953(F), MCL 712A.2d]*

Count when request for designation is granted by judge.

Line 12: Inactive Status *(form JC 05, MC 204, MC 229)*

Count as inactive when a warrant is issued for nonappearance before adjudication or when a juvenile is committed to the Department of Community Health for treatment after a finding of incompetency to stand trial within the time period established by law.

Line 13: Not Charged

Count complaints received for which no petition is offered after review by prosecutor (for counties which open a case file and provide services before prosecutor review).

Line 14: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section E: Juvenile - Method of Disposition

Report juvenile petitions with a "DJ" case type in this section when all counts against the juvenile have been disposed. Enter in the appropriate lines the number of designated cases disposed whether the cases were originally filed as designated cases (prosecutor-designated) or were subsequently ordered designated (court-designated). Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of disposition within the case using the following hierarchy. For example, petition has 3 counts, juvenile plead guilty to 2 counts and a jury trial was held on 1 count; count the petition disposed by jury verdict.

Line 15: Jury Verdict *[MCR 5.954, 6.420, MCL 712A.18l]*

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 16: Bench Verdict *[MCR 5.954, 6.403, MCL 712A.18l]*

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner's case even if during jury trial. Count entry of judgment notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

Line 17: Guilty Plea *[MCR 6.302, 6.303, 6.304, MCL 712A.18l]*

Count when a guilty plea is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and juvenile later pleads guilty; 2) juvenile pleads guilty during or after proofs are heard.

Line 18: Nolle Prosequi *(form MC 263) [MCR 6.110(F), (H), 6.427]*

Count when nolle prosequi is filed by the prosecutor and an order is entered.

Line 19: Dismissed by Court *(form MC 262) [MCR 6.110(F), (H), 6.427]*

Count when dismissed by judge after preliminary examination, during trial, or after trial.

Line 20: Inactive Status *(forms JC 05, JC 69, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]*

Count as inactive when a warrant is issued for nonappearance before adjudication or when a juvenile is committed to the Department of Community Health for treatment after a finding of incompetency to stand trial within the time period established by law.

Line 21: Juveniles in the System - Court Supervision

Provide the total number of juveniles under court supervision on the last day of each quarter. Include juveniles on consent calendar. Include designated cases except when the juvenile is committed to jail or the Department of Corrections *(forms JC 71 and JC 72)*.

Line 22: Juveniles in the System - FIA Supervision

Provide the total number of juveniles under FIA supervision on the last day of each quarter. Include designated cases except when the juvenile is committed to jail or the Department of Corrections *(forms JC 71 and JC 72)*. Include waiver cases from the criminal division where the juvenile is committed to FIA (case type code FJ).

Line 23: Juveniles in the System - DCJ Supervision

Provide the total number of juveniles under DCJ supervision on the last day of each quarter. Include designated cases except when the juvenile is committed to jail or the Department of Corrections *(forms JC 71 and JC 72)*. Include waiver cases from the criminal division where the juvenile is committed to DCJ (case type code FJ).

Line 24: Juveniles Pending Adjudication

Provide the total number of juveniles for whom a petition is pending adjudication who are not already under court, FIA, or DCJ supervision.

Section E: Juvenile - Method of Disposition

Report petitions with a "PJ" case type in this section when the order on the petition is entered. Enter in the appropriate lines the number of petitions disposed. Even though these cases are not reported as reopened, include in Lines 31 and 32 the number of orders subsequently rescinded or issued after denial.

Line 25: Orders Issued Ex Parte *(forms CC 376M, CC 380M) [MCR 3.706]*

Count every personal protection order issued ex parte.

Line 26: Orders Issued After Hearing *(forms CC 376M, CC 380M) [MCR 3.706]*

Count every personal protection order issued after hearing **in cases where the petitioner did not request an ex parte order in the original petition filed with the court.**

Line 27: Transferred *(form MC 316) [MCR 5.926]*

Count transfers to another court before adjudication.

Line 28: Dismissed/Denied Ex Parte *(form CC 383) [MCR 3.705(A)(5), (B)(1)]*

Count every order denying or dismissing an original petition for an ex parte personal protection order.

Line 29: Dismissed/Denied After Hearing *(form CC 383) [MCR 3.705(B)(4),(6)]*

Count every order denying or dismissing an original petition after hearing **when the petitioner did not request an ex parte order in the original petition filed with the court**.

Line 30: Dismissed by Petitioner *(forms CC 378) [MCR 3.704]*

Count every petition dismissed by petitioner before the personal protection order is entered.

Line 31: Orders Rescinded *[MCR 3.707]*

Although these cases are not reported reopened when a motion to rescind is filed, count the number of orders rescinded.

Line 32: Orders Issued After Denial *[MCR 3.705(B)(1)(b),(6)]*

Although these cases are not reported as reopened when a hearing is requested by the petitioner after the court refused to issue a personal protection order ex parte, count the number of personal protection orders issued as a result of that hearing.

Section F: Child Protective - Method of Disposition (Adjudication)

Report child protective petitions in this section when all children named in the petition have been adjudicated. **The method of disposition** should be entered in the line representing the highest form of adjudication within the case using the following hierarchy. **NOTE: Cases held in abeyance do not qualify for adjudication** and should not be counted as disposed in this report**.** Report all petitions held in abeyance on the Statement of Matters Undecided (report form SCAO 27).

Line 1: Jury Verdict *[MCR 5.972, MCL 712A.18, 712A.18i]* - Count when verdict is returned by jury except for judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 2: Bench Verdict *[MCR 5.972, MCL 712A.18, 712A.18i]* - Count when verdict is returned by judge. Count entry of judgment by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial on line 3.

Line 3: Plea of Admission/No Contest *[MCR 5.971, MCL 712A.18, 712A.18i]* - Count when a plea is offered and accepted. Count as a plea if respondent pleads during or after proofs are heard.

Line 4: Dismissed/Withdrawn *(forms JC 17, MC 262) [MCR 5.965(B), MCL 712A.18]* - Count when dismissed by court before a verdict is entered. Count when withdrawn by petitioner before a verdict is entered.

Line 5: Transferred *(form MC 316) [MCR 5.926]* - Count transfers to another court (including tribal court) before adjudication.

Line 6: Not Authorized *(form JC 11) [MCR 5.962(B)]* - Count when petition not authorized.

Line 7: Children in the System - Temporary Court Ward - Provide the total number of children under court jurisdiction who are temporary wards of the court on the last day of each quarter.

Line 8: Children in the System - Temporary State Ward (MCI-O) - Provide the total number of children under court jurisdiction who, as of the last day of each quarter, are temporarily committed by the court to MCI for observation under MCL 400.203(a)(ii).

Line 9: Children in the System - Permanent Ward (MCI and court) - Provide the total number of children under court jurisdiction who are permanent wards of either MCI or the court on the last day of each quarter.

Line 10: Children Pending Adjudication - Provide the total number of children for whom a petition is pending adjudication who are not already under court jurisdiction.

Section G: Adoption - Method of Disposition

Report adoption cases in this section when an order has been entered as indicated below. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Finalized *(forms PCA 321, PCA 322, PCA 336, PCA 349) [MCR 5.750]* - Count when adoption is finalized and order is entered.

Line 2: Withdrawn by Petitioner *[MCR 2.502, 2.504]* - Count when withdrawn by petitioner before finalization.

Line 3: Dismissed by Court *[MCR 2.502, 2.504]* - Count when dismissed by court before finalization.

Line 4: Transferred *(form MC 316) [MCR 5.926]* - Count transfers to another court before finalization.

Line 5: Recission Granted - Count when petition for recission of a step-parent adoption is granted.

Line 6: Recission Denied/Withdrawn - Count when petition for recission of a step-parent adoption is denied or withdrawn.

Line 7: Case Type Change - Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section H: Miscellaneous Family - Method of Disposition

Report miscellaneous family cases in this section when an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Also include in Lines 7 and 8 the number of personal protection orders subsequently rescinded or issued after denial. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Disposition forms are as follows:

EM - *(forms PC 101, MC 316)*
ID - *(forms MC 74, PC 106, PC 110)* Count a petition for transport and/or temporary detention disposed when ex parte order is entered; if the case is reopened by the filing of petition for treatment of infectious disease, count disposed when an order following the hearing is entered.
NB - *(form CCFD 06)*
NC - *(forms PC 52, MC 316)*
PH - *(forms CC 378, CC 380, CC 383)*
PP - *(forms CC 376, CC 378, CC 383)*
PW - *(form PC 120)*
VP - *(form CC 384)*

Line 1: Ex Parte *[MCR 3.706, 5.602]*
Count when an original order results without hearing except when the order dismisses/denies the case. Count an ex parte order for transport and or temporary detention for ID cases. Count every personal protection order issued ex parte.

Line 2: Order Issued After Hearing *[MCR 3.706, 5.602, 5.783(K)]*
Count when an original order results from a hearing except when the order dismisses/denies the case. Count every personal protection order issued after hearing **in cases where the petitioner did not request an ex parte order in the original petition filed with the court.**

Line 3: Transferred *(form MC 316) [MCR 5.926]*
Count transfers to another court before adjudication.

Line 4: Dismissed/Denied Ex Parte *[MCR 2.502, 2.504(B), (E), 3.705(A)(5), (B)(1)]*
Count when dismissed/denied by court ex parte. Count every order denying or dismissing an original petition for an ex parte personal protection order.

Line 5: Dismissed/Denied After Hearing *[MCR 2.502, 2.504(B), (E), 3.705(B)(4), (6), 5.783(K)]*
Count when dismissed/denied by court after hearing. Count every personal protection order denying or dismissing an original petition after hearing **when the petitioner did not request an ex parte order in the original petition filed with the court**. Count every **reopened** personal protection case resulting in dismissal/denial after hearing (see Part 1).

Line 6: Dismissed by Petitioner *[MCR 2.504(A), 3.704]*
Count voluntary dismissals by petitioner before an order is entered. Count every petition dismisssed by petitioner before the personal protection order is entered.

Line 7: Orders Rescinded *[MCR 3.707]*
Although personal protection cases are not reported as reopened when a motion to rescind is filed, count the number of orders rescinded.

Line 8: Orders Issued After Denial *[MCR 3.705(B)(1)(b), (6)]*
Count every **reopened** personal protection case resulting in entry of a personal protection order after hearing.

Line 9: Case Type Change
Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - Method of Disposition

Report ancillary proceedings in this section when an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Granted *(forms PC 564, PC 631, PC 653, PC660, PCM 205, 214, PCM 214a, PCM 239) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520, MCL 700.5406 et seq.]* - Count each petition for guardianship or conservatorship when granted. Count each initial order issued on a petition for commitment/treatment/hospitalization or judicial admission. Do not include second or continuing orders. Count each order dismissing an objection to hospitalization of a minor or administrative admission of a developmentally disabled person. Do not count orders appointing temporary guardian of incapacitated individual.

Line 2: Denied - Count each original petition for guardianship, conservatorship, commitment/hospitalization/treatment, or admission denied. Do not include orders on petitions for second or continuing commitment/hospitalization/treatment.

Line 3: Transferred *(form MC 316 or PC 608) [MCR 2.226, 2.227, 5.128, MCL 700.1303]* - Count each guardianship, conservatorship, mental commitment/hospitalization/ treatment, or judicial admission petition transferred to another court.

Line 4: Withdrawn by Petitioner/Dismissed *(forms PCM 205, PCM 214, PCM 214a, PCM 239) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520]* - Count each guardianship or conservatorship petition withdrawn by the petitioner before the issuance of an order of appointment. Count each petition for guardianship, conservatorship, mental commitment, or judicial admission dismissed by the court (includes situations where the individual agrees to voluntary commitment). Count each order sustaining an objection to hospitalization of a minor or administrative admission of a developmentally disabled person.

Line 5: Case Type Change - Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Line 6: Deferred *(form PCM 235) [MCL 330.1455(5)]* - Count each request to defer hearing on a petition for commitment/hospitalization/treatment.

QUARTERLY ACTIVITY REPORT FOR FAMILY DIVISION OF CIRCUIT COURT - JUVENILE Complete quarterly and transmit no later than 30 days following the end of the reporting period.			Quarter	Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County	

For use after January 1, 2002

A. Activity in Delinquency Proceedings	Number		
	Criminal Statute and Ordinance	Status	Traffic and Ordinance
1. Preliminary inquiries			
2. Preliminary hearings			
3. Pretrials			
4. Pre-disposition motion hearings			
5. Pleas of admission/no contest hearings			
Trials 6. Bench			
7. Jury			
8. Original dispositional hearings			
9. Post-disposition motion hearings			
10. Dispositional review hearings			
11. Supplemental dispositional hearings			
Waiver Hearings 12. Phase I			
13. Phase II			
14. Progress review hearings			
15. Commitment/Other commitment review hearings			
16. Rehearings.			
17. Show cause hearings			
18. Other			

(See page 2 for remainder of report)

B. Activity in Child Protective Proceedings	Number
19. Preliminary inquiries	
20. Preliminary hearings	
21. Pretrials	
22. Pre-disposition motion hearings	
23. Pleas of admission/no contest hearings	
Trials 24. Bench	
25. Jury	
26. Original dispositional hearings	
27. Post-disposition motion hearings	
28. Dispositional review hearings	
29. Progress review hearings	
30. Termination of parental rights hearings	
31. Post-termination review hearings	
32. Rehearings	
33. Show cause hearings	
34. Other	

MONTHLY ACTIVITY REPORT
FOR JUVENILE DIVISION OF MICHIGAN PROBATE COURT
General Instructions

The Monthly Activity Report is a companion report to the Monthly Summary Report. The purpose of the Monthly Activity Report is to capture the activity of the court by event type according to delinquency and child protective proceedings. The objective of this report is to count the event activities of the court during the reporting period. There is no distinction made between events conducted by judge or referee.

A. ACTIVITY IN DELINQUENCY PROCEEDINGS

Lines 1 through 18 are delinquency proceeding court activities. The definition for each activity is provided. **It is imperative that all courts report activities according to these definitions**.

Instructions: Report the number of events or activities held by the court for each delinquency matter during the reporting period. Report the event or activity according to delinquency type (criminal, status, and traffic).

Line 1 Preliminary Inquiries

Informal review by the court to determine appropriate action on the petition. Occurs when a petition is not accompanied by a request for detention of the juvenile. [Pursuant to MCL 712A.11; MSA 27.3178(598.11); MRC 5.932; MCR 5.903 (A) (17)]

Line 2 Preliminary Hearings

A hearing to determine whether the petition should be authorized and whether the juvenile should be detained pending trial. Occurs when the juvenile is in court custody. [MCL 712A.12; MSA 598.12; MCR 5.935]

Line 3 Pretrials

A conference to settle all pretrial matters. [Pursuant to MCR 5.922; MCR 2.401]

Line 4 Pre-disposition Motion Hearings

Hearings on motions prior to the original disposition of the petition.

Line 5 Plea of Admission/No Contest Hearings

Hearing by the court to accept a plea of admission or plea of no contest. [Pursuant to MCR 5.941]

Line 6 Bench Trial

Fact finding adjudication by a judge or referee of a case on the formal calendar on a charge contained in an authorized petition to determine if the minor comes within the jurisdiction of the court. [Pursuant to MCR 5.903 (A) (19)] Court as a trial only if the responsibility of the juvenile is being determined. Court as a trial once it has commenced regardless of whether a judgment is reached. **Convening for the purpose of accepting a plea of admission is not considered a bench trial.**

Line 7 Jury Trial

Fact finding adjudication by a jury of a case on the formal calendar on a charge contained in an authorized petition to determine if the minor comes within the jurisdiction of the court. [Pursuant to MCR 5.903 (A) (19)] Count as a jury trial **only if the jury has been impaneled and the first witness sworn.** Count as a jury trial once it has commenced regardless of whether a verdict is reached.

Line 8 Original Dispositional Hearings

A hearing to determine what action the court will take concerning a juvenile properly found to be within the court's jurisdiction. [Pursuant to MCL 712A.18e; MSA 27.3178(598.18e); MCR 5.925 (E)]

Line 9 Post-Disposition Motion Hearings

Hearings on motions subsequent to the original disposition. (Include in this category hearings to set aside adjudication). [Pursuant to MCL 712A.18e; MSA 27.3178(598.18e); MCR 5.925 (E)]

Line 10 Dispositional Review Hearings

Regularly scheduled 182-day review hearings for juveniles placed in foster care, or other placements, under temporary court custody. [Pursuant to MCL 712A.19(2); MSA 27.3178(598.19(2)] Also includes hearings to determine whether the juvenile should be moved to a more physically restrictive placement. [Pursuant to MCR 5.944(E)]

Line 11 Supplemental Dispositional Hearings

Dispositional hearings on supplemental petitions. (Usually probation violation hearings.) [Pursuant to MCR 5.944(A)]

> **Waiver Hearings:** A hearing on a motion brought by the prosecuting attorney requesting that the juvenile court waive its jurisdiction to a court of general jurisdiction. If the motion is granted the juvenile will be prosecuted as though an adult.

Line 12 **Phase I:** The first-phase hearing is to determine whether there is probable cause to believe that the juvenile who has attained the age of 15 committed the offense, which if committed by an adult would be a felony. [Pursuant to MCL 712A.4 (3); MSA 27.3178(598.4(3); MCR 5.950(B)(1)]

Line 13 **Phase II:** Conducted if the court finds probable cause at the first-phase hearing or if there was no; hearing pursuant to MCR 5.950(B)(1)(c). The second-phase hearing shall be held to determine whether the interest of the juvenile and public would best be served by granting the motion [Pursuant to MCL 712A.4 (3); MSA 27.3178(598.4(3); MCR 5.950 (B)(2)]

Line 14 Progress Review Hearings of Court Committed Juveniles

A progress review is held to review the placement, services, and progress of a juvenile committed to a facility or institution. This includes annual progress review hearings. [Pursuant to MCL 712A.18 (1)(e); MSA 27.3178(598.18)(1)(e); MCR 5.944 (C); MCL 712.18c(3); MSA 27.3178(598.18c)]

Line 15 Commitment Review Hearings/Other Commitment Review Hearings

The total for this line is composed of commitment review hearings which refer to hearings to determine whether to continue jurisdiction until age 21. [Pursuant to MCL 712A.18d; MSA 27.3178 (598.18d); MCR 5.944 (D)(3)] Also included is other commitment review hearings which refer to hearings on the motion by an institution, agency, or facility to which the juvenile is committed to determine whether the juvenile should be discharged or moved to a more physically restrictive placement. [Pursuant to MCL 712A.18d (2);MSA 27.3178(598.18d(2); MCR 5.944 (D)(4)]

Line 16 Rehearings

Hearings on petitions filed while a juvenile is within the jurisdiction of the court to determine whether the court will (a) affirm the order; (b) modify the order; (c) set aside the order. [Pursuant to MCL 712A.21; MSA 27.3178(598.21); MCR 5.992]

Line 17 Show Cause Hearings

A hearing to direct a person to appear and show cause why a particular order should not be entered or why the court should not take a proposed action. (Examples of order; performance orders, restitution orders, and reimbursement orders.)

Line 18 Other

Miscellaneous activity or hearing not captured in previously defined categories.

B. ACTIVITY IN CHILD PROTECTIVE PROCEEDINGS

Lines 19 through 34 are child protective proceeding activities. Definitions of each activity are provided. It is imperative that courts report activities and events according to the definitions provided.

Instructions: Report the number of activities or events held by the court for each child protective proceeding matter during the reporting period.

Line 19 Preliminary Inquiries

An inquiry to determine the appropriate action to be taken on the petition. Applies when there is no placement request and the child is not in temporary court custody. [Pursuant to MCL 712A.13a; MSA 27.3178(598.13a); MCR 5.962]

Line 20 Preliminary Hearing

A hearing to determine whether the filing of the petition should be authorized. Used if the child is within court custody. [Pursuant to MCL 712A.13a; MSA 27.3178(598.13a); MCR 5.965]

Line 21 Pretrial

A conference to settle all pretrial matters. [Pursuant to MCR 2.401; MCR 5.922]

Line 22 Pre-disposition Motion Hearings

Hearings on all motions prior to original disposition.

Line 23 Plea of Admission/No Contest Hearings

Hearing for the purpose of the court accepting a plea of admission or no contest from the respondent. [Pursuant to MCR 5.971]

Line 24 Bench Trial

Fact finding adjudication by a judge or referee on the formal calendar on a charge contained in an authorized petition to determine if the minor comes within the jurisdiction of the court. [Pursuant to MCR 5.972]

Line 25 Jury Trial

Fact finding adjudication in a child protective proceeding by a jury of a case on the formal calendar on a charge contained in an authorized petition. [Pursuant to MCR 5.972] Count as a jury trial **only if the jury has been impaneled and the first witness sworn.** Count as a jury trial once it has commenced regardless of whether a verdict is reached.

Line 26 Original Dispositional Hearings

Hearing to determine measures to be taken by the court with respect to the child properly within its jurisdiction and when applicable against any adult, once the court has determined, following trial or plea admission or plea of no contest, that the child comes within its jurisdiction. [Pursuant to MCL 712A.18f; MSA 27.3178(598.18f); MCR 5.973]

Line 27 Post-disposition Motion Hearings

Hearing on all motions subsequent to initial disposition.

Line 28 Dispositional Review Hearings

Hearing to review parent's compliance with an order of disposition and a case service plan and evaluate the continued need and appropriateness of the child to be in foster care. [Pursuant to MCL 712A.19; MSA 27.3178(598.19); MCR 5.973 (B)] Dispositional review hearings include permanency planning hearings which review the status of the child and determine whether the child should return home or continue in foster care. [Pursuant to MCL 712A.19a; MSA 27.3178(598.19a); MCR 5.973 (C)]

Line 29 Progress Review Hearings

Review of progress and service plan of children within their own homes. [Pursuant to MCR 5.973 (D)-(E)]

Line 30 Termination of Parental Rights Hearings

Hearing to determine whether the parental rights to the child should be terminated and child placed in permanent court custody. [Pursuant to MCL 712A.19b; MSA 27.3178(598.19b); MCR 5.974]

Line 31 Post Termination Review Hearings

Hearing to review the child's placement in foster care and the progress being made toward the child's adoption or other permanent placement if the child remains in foster care after parental rights have been terminated. [Pursuant to MCL 712A/19c; MSA 27.3178(598.19c); MCR 5.974 (J)]

Line 32 Rehearings

Hearings on petitions filed while a child is within the jurisdiction of the court to determine whether the court will (a) affirm the order, (b) modify the order, (c) set aside the order. [Pursuant to MCL 712A.21; MSA 27.3178(598.21); MCR 5.992]

Line 33 Show Cause Hearings

A hearing to direct a person to appear and show cause why a particular order should not be entered or why the court should not take a proposed action. (Examples of orders: performance orders, restitution orders, and reimbursement orders).

Line 34 Other

Miscellaneous activity or hearing not captured in previously defined categories.

FILE FORMAT
for Electronically Uploading Caseload Data

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1 Submission Mechanism

The CRS project has determined requirements for the technique to be used by the courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed.
The user will then be able to view the submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (Circuit court) and the quarter, year, county, court code, as well as the part, section, action, and case type combine to refer to a single field on a particular caseload report form. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format:

The format shall be as follows:

```
"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","ACTION","CASETYPE","VALUE"
```

2.2.1 Field Definitions

"TYPE"	= Data Type: "C" (circuit)
"QTR"	= Report Quarter "1", "2", "3", or "4"
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1" or "2"
"SECTION"	= "A", "B", "C", etc.
"ACTION"	= A 2 to 4 digit code as defined below
"CASETYPE"	= A 2 digit code as defined below
"VALUE"	= Null value ("") or whole number value of 0 or greater

Example: "C","1","2002","C10","Saginaw", "1","A","BP","AA","0"

The above example is for district data ("C"), first quarter ("1"), year 2002, 10th Circuit Court ("C10"), the county of Saginaw, Part 1, Section A, action Beginning Pending ("BP"), case type AA, with a value of zero.

This provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line. We are increasing the size of the file in order to purchase flexibility for the courts that choose to create these electronic data files.

2.2.2 Field Names, Attributes, and Length:

Field Name	Attributes	Max Length
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will overwrite the existing values in the database. However, if a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain. Similarly, missing values in subsequent submissions will not affect existing values in the database. Any non-null values (zero or greater) will be used to overwrite existing data for that court, in that year, and the particular quarter.

2.2.4 Court Codes and Counties

The following table lists the court codes and their corresponding counties; jurisdictions are included to further define each court. The court code and county together create a unique identifier for each jurisdiction. Data must be submitted as an aggregate for the jurisdiction, as listed below. Data will be reported for each of the jurisdictions, as well as totals for the entire court; i.e. "C19", which combines all of the submitted data from the two counties.

2.2.4.1 List of Unique Court Code and Location Name Combinations

CIRCUIT			CIRCUIT			CIRCUIT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
C01	Hillsdale	Hillsdale County	C17	Kent	Kent County	C32	Gogebic	Gogebic County
C02	Berrien	Berrien County	C18	Bay	Bay County	C32	Ontonagon	Ontonagon County
C03	Wayne	Wayne County	C19	Benzie	Benzie County	C33	Charlevoix	Charlevoix County
C04	Jackson	Jackson County	C19	Manistee	Manistee County	C34	Arenac	Arenac County
C05	Barry	Barry County	C20	Ottawa	Ottawa County	C34	Ogemaw	Ogemaw County
C06	Oakland	Oakland County	C21	Isabella	Isabella County	C34	Roscommon	Roscommon County
C07	Genesee	Genesee County	C22	Washtenaw	Washtenaw County	C35	Shiawassee	Shiawassee County
C08	Ionia	Ionia County	C23	Iosco	Iosco County	C36	Van Buren	Van Buren County
C08	Montcalm	Montcalm County	C23	Oscoda	Oscoda County	C37	Calhoun	Calhoun County
C09	Kalamazoo	Kalamazoo County	C24	Sanilac	Sanilac County	C38	Monroe	Monroe County
C10	Saginaw	Saginaw County	C25	Marquette	Marquette County	C39	Lenawee	Lenawee County
C11	Alger	Alger County	C26	Alcona	Alcona County	C40	Lapeer	Lapeer County
C11	Luce	Luce County	C26	Alpena	Alpena County	C41	Dickinson	Dickinson County
C11	Schoolcraft	Schoolcraft County	C26	Montmorency	Montmorency County	C41	Iron	Iron County
C12	Baraga	Baraga County	C26	Presque Isle	Presque Isle County	C41	Menominee	Menominee County
C12	Houghton	Houghton County	C27	Newaygo	Newaygo County	C42	Midland	Midland County
C12	Keweenaw	Keweenaw County	C27	Oceana	Oceana County	C43	Cass	Cass County
C13	Antrim	Antrim County	C28	Missaukee	Missaukee County	C44	Livingston	Livingston County
C13	Grand Traverse	Grand Traverse County	C28	Wexford	Wexford County	C45	St. Joseph	St. Joseph County
C13	Leelanau	Leelanau County	C29	Clinton	Clinton County	C46	Crawford	Crawford County
C14	Muskegon	Muskegon County	C29	Gratiot	Gratiot County	C46	Kalkaska	Kalkaska County
C15	Branch	Branch County	C30	Ingham	Ingham County	C46	Otsego	Otsego County
C16	Macomb	Macomb County	C31	St. Clair	St. Clair County	C47	Delta	Delta County

CIRCUIT			CIRCUIT			CIRCUIT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
C48	Allegan	Allegan County						
C49	Mecosta	Mecosta County						
C49	Osceola	Osceola County						
C50	Chippewa	Chippewa County						
C50	Mackinac	Mackinac County						
C51	Lake	Lake County						
C51	Mason	Mason County						
C52	Huron	Huron County						
C53	Cheboygan	Cheboygan County						
C54	Tuscola	Tuscola County						
C55	Clare	Clare County						
C55	Gladwin	Gladwin County						
C56	Eaton	Eaton County						
C57	Emmet	Emmet County						

C08-1, C08-2, and C08-3 will submit as one court, C08.

2.3 Circuit Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings and Reopened Cases

BP = Beginning Pending
NF = New Filings
RE = Reopened
BPC = Number of Children associated with Beginning Pending
NFC = Number of Children associated with New Filings
REC = Number of Children associated with Reopened
TPO = Termination Petitions; Original or Amended
TPC = Number of Children in Termination Petitions; Original or Amended
TPS = Termination Petitions; Supplemental
TPSC = Number of Children in Termination Petitions; Supplemental
SP = Supplemental Petitions
SPC = Number of Children in Supplemental Petitions
PCJ = Number of Children in New Filings with Prior Court Jurisdiction as NA
RL = Releases Executed
PFCI = Petitions for Confidential Intermediary (use the CI as a case type code)
RFRI = Requests for Release of Information (use the RI as a case type code)

2.3.1.2 Part 2: Methods of Disposition

OE = Order Entered
DS = Dismissed
TC = Case Type Change

JV = Jury Verdict
BV = Bench Verdict
GP = Guilty Plea
NP = Nolle Prosequi
DC = Dismissed by Court
TR = Transferred
IS = Inactive Status
LD = Local Diversion
UDS = Uncontested/Default/Settled
DP = Dismissed by Party or Petitioner
OD = Other Disposition
PT = Post-Judgment Transfers
ANC = Admission/No Contest
PW = Prosecutor Waiver
TW = Traditional Waiver
CC = Consent Calendar
DNA = Diversion/Not Authorized
DG = Designation Granted
NC = Not Charged
OEP = Orders Issued Ex Parte
OAH = Orders Issued After Hearing
DSE = Dismissed/Denied Ex Parte
DSH = Dismissed/Denied After Hearing
OR = Orders Rescinded
OI = Orders Issued After Denial
NA = Not Authorized
F = Finalized
WP = Withdrawn by Petitioner
CS = Juveniles Under Court Supervision associated with DL/TL/DJ
FS = Juveniles Under FIA Supervision associated with DL/TL/DJ
DCJ = Juveniles Under DCJ Supervision (in Wayne county only) associated with DL/TL/DJ
PA = Juveniles Pending Adjudication associated with DL/TL/DJ
TCW = Children who are Temporary Court Wards associated with NA
TSW = Children who are Temporary State Wards associated with NA
PW = Children who are Permanent Wards associated with NA
PA = Children Pending Adjudication associated with NA

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

Following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings And Reopened Cases

Section A: Appeals, Administrative Review, Extraordinary Writs - New Filings and Reopened Cases

BPAA	BPAV	BPAW	NFAP	NFAL	REAA	REAV	REAS
BPAE	BPAH	BPAZ	NFAR	NFAS	REAE	REAH	REAW
BPAP	BPAL	NFAA	NFAV	NFAW	REAP	REAL	REAZ
BPAR	BPAS	NFAE	NFAH	NFAZ	REAR		

Section B: Criminal - New Filings and Reopened Cases

BPAX	BPFH	NFAX	NFFH	REAX	REFC	REFH	REFJ
BPFC	BPFJ	NFFC	NFFJ				

Section C: Civil - New Filings and Reopened Cases

BPCB	BPNF	BPPZ	NFCF	NFNO	NFMM	RECP	REPC
BPCC	BPNH	BPMD	NFCH	NFNP	NFMP	RECR	REPD
BPCD	BPNI	BPMH	NFCK	NFNS	NFMT	RECZ	REPR
BPCE	BPNM	BPMK	NFCL	NFNZ	NFMZ	REND	REPS
BPCF	BPNO	BPMM	NFCP	NFPC	RECB	RENF	REPZ
BPCH	BPNP	BPMP	NFCR	NFPD	RECC	RENH	REMD
BPCK	BPNS	BPMT	NFCZ	NFPR	RECD	RENI	REMH
BPCL	BPNZ	BPMZ	NFND	NFPS	RECE	RENM	REMK
BPCP	BPPC	NFCB	NFNF	NFPZ	RECF	RENO	REMM
BPCR	BPPD	NFCC	NFNH	NFMD	RECH	RENP	REMP
BPCZ	BPPR	NFCD	NFNI	NFMH	RECK	RENS	REMT
BPND	BPPS	NFCE	NFNM	NFMK	RECL	RENZ	REMZ

Section D: Domestic Relations - New Filings and Reopened Cases

BPDC	BPTC	BPUF	NFDO	NFTP	NFUO	REDU	REUC
BPDF	BPTI	BPUI	NFDP	NFTS	NFUT	REDW	REUD
BPDI	BPTM	BPUM	NFDR	NFTU	NFUW	REDZ	REUE
BPDM	BPTO	BPUN	NFDS	NFTZ	REDC	RETC	REUF
BPDO	BPTP	BPUO	NFDU	NFUC	REDF	RETI	REUI
BPDP	BPTS	BPUT	NFDW	NFUD	REDI	RETM	REUM
BPDR	BPTU	BPUW	NFDZ	NFUE	REDM	RETO	REUN
BPDS	BPTZ	NFDC	NFTC	NFUF	REDO	RETP	REUO
BPDU	BPUC	NFDF	NFTI	NFUI	REDP	RETS	REUT
BPDW	BPUD	NFDI	NFTM	NFUM	REDR	RETU	REUW
BPDZ	BPUE	NFDM	NFTO	NFUN	REDS	RETZ	

Section E: Juvenile - New Filings and Reopened Cases

BPDJ	BPPJ	NFDJ	NFPJ	REDJ	REDL	REPJ	RETL
BPDL	BPTL	NFDL	NFTL				

Section F: Child Protective - New Filings and Reopened Cases

BPNA	NFNA	RENA	TPONA	TPSNA	SPNA	SPCNA	PCJNA
BPCNA	NFCNA	RECNA	TPCNA	TPSCNA			

Section G: Adoption - New Filings and Reopened Cases

BPAB	BPAG	BPAY	NFAF	NFAO	READ	REAN	RLRL
BPAC	BPAM	NFAB	NFAG	NFAY	REAF	REAO	PFCI
BPAD	BPAN	NFAC	NFAM	REAB	REAG	REAY	RFRI
BPAF	BPAO	NFAD	NFAN	REAC	REAM	RLRB	

Section H: Miscellaneous - New Filings and Reopened Cases

BPEM	BPNC	BPPW	NFID	NFPH	NFVP	RENB	REPP
BPID	BPPH	BPVP	NFNB	NFPP	REEM	REPH	REPW
BPNB	BPPP	NFEM	NFNC	NFPW	REID		

Section I: Ancillary Proceedings - New Filings and Reopened Cases

BPCA	BPGA	BPJA	BPPO	NFDD	NFGM	NFLG	NFPO
BPCY	BPGL	BPLG	NFCA	NFGA	NFJA	NFMI	
BPDD	BPGM	BPMI	NFCY	NFGL			

2.3.3.2 Part 2: Method Of Disposition

Section A: Appeals, Administrative Review, Extraordinary Writs - Method of Dispostion

OEAA	OEAV	OEAW	DSAP	DSAL	TCAA	TCAV	TCAW
OEAE	OEAH	OEAZ	DSAR	DSAS	TCAE	TCAH	TCAZ
OEAP	OEAL	DSAA	DSAV	DSAW	TCAP	TCAL	
OEAR	OEAS	DSAE	DSAH	DSAZ	TCAR	TCAS	

Section B: Criminal - Method of Disposition

JVAX	BVFC	GPFH	NPFJ	TRAX	ISFC	LDFH	TCFH
JVFC	BVFH	GPFJ	DCAX	TRFC	ISFH	LDFJ	TCFJ
JVFH	BVFJ	NPAX	DCFC	TRFH	ISFJ	TCAX	
JVFJ	GPAX	NPFC	DCFH	TRFJ	LDAX	TCFC	
BVAX	GPFC	NPFH	DCFJ	ISAX	LDFC		

Section C: Civil - Method of Disposition

JVCB	JVPD	BVNP	UDSCK	UDSMK	TRNO	DPCH	DPMH
JVCC	JVPR	BVNS	UDSCL	UDSMM	TRNP	DPCK	DPMK
JVCD	JVPS	BVNZ	UDSCP	UDSMP	TRNS	DPCL	DPMM
JVCE	JVPZ	BVPC	UDSCR	UDSMT	TRNZ	DPCP	DPMP
JVCF	BVCB	BVPD	UDSCZ	UDSMZ	TRPC	DPCR	DPMT
JVCH	BVCC	BVPR	UDSND	TRCB	TRPD	DPCZ	DPMZ
JVCK	BVCD	BVPS	UDSNF	TRCC	TRPR	DPND	DCCB
JVCL	BVCE	BVPZ	UDSNH	TRCD	TRPS	DPNF	DCCC
JVCP	BVCF	BVMD	UDSNI	TRCE	TRPZ	DPNH	DCCD
JVCR	BVCH	BVMH	UDSNM	TRCF	TRMD	DPNI	DCCE
JVCZ	BVCK	BVMK	UDSNO	TRCH	TRMH	DPNM	DCCF
JVND	BVCL	BVMM	UDSNP	TRCK	TRMK	DPNO	DCCH
JVNF	BVCP	BVMP	UDSNS	TRCL	TRMM	DPNP	DCCK
JVNH	BVCR	BVMT	UDSNZ	TRCP	TRMP	DPNS	DCCL
JVNI	BVCZ	BVMZ	UDSPC	TRCR	TRMT	DPNZ	DCCP
JVNM	BVND	UDSCB	UDSPD	TRCZ	TRMZ	DPPC	DCCR
JVNO	BVNF	UDSCC	UDSPR	TRND	DPCB	DPPD	DCCZ
JVNP	BVNH	UDSCD	UDSPS	TRNF	DPCC	DPPR	DCND
JVNS	BVNI	UDSCE	UDSPZ	TRNH	DPCD	DPPS	DCNF
JVNZ	BVNM	UDSCF	UDSMD	TRNI	DPCE	DPPZ	DCNH
JVPC	BVNO	UDSCH	UDSMH	TRNM	DPCF	DPMD	DCNI

DCNM	DCMT	ISNF	ISMH	ODCP	ODPR	TCCF	TCNS
DCNO	DCMZ	ISNH	ISMK	ODCR	ODPS	TCCH	TCNZ
DCNP	ISCB	ISNI	ISMM	ODCZ	ODPZ	TCCK	TCPC
DCNS	ISCC	ISNM	ISMP	ODND	ODMD	TCCL	TCPD
DCNZ	ISCD	ISNO	ISMT	ODNF	ODMH	TCCP	TCPR
DCPC	ISCE	ISNP	ISMZ	ODNH	ODMK	TCCR	TCPS
DCPD	ISCF	ISNS	ODCB	ODNI	ODMM	TCCZ	TCPZ
DCPR	ISCH	ISNZ	ODCC	ODNM	ODMP	TCND	TCMD
DCPS	ISCK	ISPC	ODCD	ODNO	ODMT	TCNF	TCMH
DCPZ	ISCL	ISPD	ODCE	ODNP	ODMZ	TCNH	TCMK
DCMD	ISCP	ISPR	ODCF	ODNS	TCCB	TCNI	TCMM
DCMH	ISCR	ISPS	ODCH	ODNZ	TCCC	TCNM	TCMP
DCMK	ISCZ	ISPZ	ODCK	ODPC	TCCD	TCNO	TCMT
DCMM	ISND	ISMD	ODCL	ODPD	TCCE	TCNP	TCMZ
DCMP							

Section D: Domestic Relations - Method of Disposition

BVDC	UDSDO	TRDS	DPDZ	ISDC	PTDR	PTTZ	PTUW
BVDM	UDSDP	TRDU	DPUE	ISDM	PTDW	PTUC	TCDC
BVDO	UDSDS	TRDZ	DCDC	ISDO	PTTC	PTUD	TCDM
BVDP	UDSDU	TRUE	DCDM	ISDP	PTTI	PTUF	TCDO
BVDS	UDSDZ	DPDC	DCDO	ISDS	PTTM	PTUI	TCDP
BVDU	UDSUE	DPDM	DCDP	ISDU	PTTO	PTUM	TCDS
BVDZ	TRDC	DPDO	DCDS	ISDZ	PTTP	PTUN	TCDU
BVUE	TRDM	DPDP	DCDU	ISUE	PTTS	PTUO	TCDZ
UDSDC	TRDO	DPDS	DCDZ	PTDF	PTTU	PTUT	TCUE
UDSDM	TRDP	DPDU	DCUE	PTDI			

Section E: Juvenile - Method of Disposition

JVDL	PWDL	CCDL	DGDL	TCTL	DCDJ	DSEPJ	CSJV
JVTL	TWDL	CCTL	ISDL	JVDJ	ISDJ	DSHPJ	FSJV
BVDL	NPDL	TRDL	ISTL	BVDJ	OEPPJ	DPPJ	PAJV
BVTL	NPTL	TRTL	NCDL	GPDJ	OAHPJ	ORPJ	DCJJV
ANCDL	DCDL	DNADL	NCTL	NPDJ	TRPJ	OIPJ	
ANCTL	DCTL	DNATL	TCDL				

Section F: Child Protective - Method of Disposition

JVNA	ANCNA	TRNA	NANA	TCWNA	TSWNA	PWNA	PANA
BVNA	DWNA						

Section G: Adoption - Method of Disposition

FAB	FAN	WPAF	DCAB	DCAN	TRAF	RGAY	TCAG
FAC	FAO	WPAG	DCAC	DCAO	TRAG	RDWAY	TCAM
FAD	FAY	WPAM	DCAD	DCAY	TRAM	TCAB	TCAN
FAF	WPAB	WPAN	DCAF	TRAB	TRAN	TCAC	TCAO
FAG	WPAC	WPAO	DCAG	TRAC	TRAO	TCAD	TCAY
FAM	WPAD	WPAY	DCAM	TRAD	TRAY	TCAF	

Section H: Miscellaneous Family - Method of Disposition

OEPID	OEPPP	OAHNB	OAHPP	TREM	TRNC	TRPW	DSENB
OEPNB	OAHEM	OAHNC	OAHPW	TRID	TRPH	TRVP	DSEPH
OEPPH	OAHID	OAHPH	OAHVP	TRNB	TRPP	DSEID	DSEPP

DSHEM	DSHPH	DPEM	DPPH	ORPH	OIPP	TCNB	TCPP
DSHID	DSHPP	DPID	DPPP	ORPP	TCEM	TCNC	TCPW
DSHNB	DSHPW	DPNB	DPPW	OIPH	TCID	TCPH	TCVP
DSHNC	DSHVP	DPNC	DPVP				

Section I: Ancillary Proceedings - Method of Disposition

GRCA	GRLG	DEGL	TRCY	TRLG	WDGA	WDPO	TCGL
GRCY	GRMI	DEGM	TRDD	TRMI	WDGL	DFMI	TCGM
GRDD	GRPO	DEJA	TRGA	TRPO	WDGM	TCCA	TCJA
GRGA	DECA	DELG	TRGL	WDCA	WDJA	TCCY	TCLG
GRGL	DECY	DEMI	TRGM	WDCY	WDLG	TCDD	TCMI
GRGM	DEDD	DEPO	TRJA	WDDD	WDMI	TCGA	TCPO
GRJA	DEGA	TRCA					

CASELOAD REPORTING SYSTEM (CRS) USER GUIDE

CASELOAD REPORTING SYSTEM

USER GUIDE AND SPECIFICATION

DECEMBER 11, 2001

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1 Introduction

1.1 Purpose

This guide is intended to document for end users the screen functionality of the Caseload Reporting System (CRS). This document, created during the Software Design phase of the project, captures the intent of each screen, the navigation mechanisms on the screens, what each data field represents, and how each field on the screen is to be used.

2 Software Application Screens

2.1 Login Screen

Figure 1: Login Screen

2.1.1 Purpose

This screen allows a user to enter their user name and password to gain access to the system.

2.1.2 Usage

The focus begins in the User Name field where the user must enter their assigned user name. They can then tab to or click on the Password field and enter their password and

hit the Enter key or click the Login button. If the user name and password are correct, the user is redirected to the Menu screen. If the user name or password is incorrect, an error message is displayed and the focus returns to the User Name field where the user may try again.

2.1.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user's user name, which is required to gain access to the system. It uniquely identifies the person.	The user name must contain a minimum of three and a maximum of 25 alphabetic characters. This field cannot be left blank. When this field receives focus, any existing text is selected.
Password	The user's password, which is required to gain access to the system. It authenticates the person.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. This field cannot be left blank. When this field receives focus, any existing text is selected.
Login Button	Begins the login process.	Redirects the user to the Menu screen, if authenticated.

2.2 Menu Screen

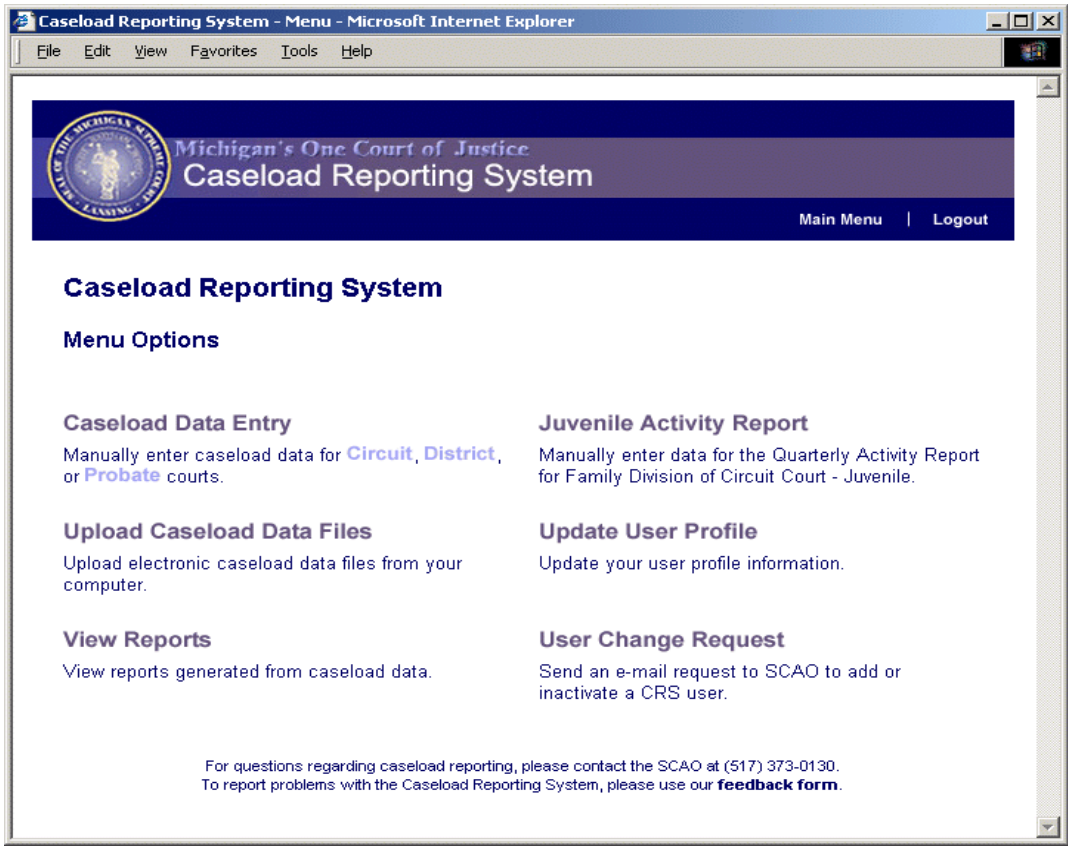

Figure 2: Menu Screen

2.2.1 Purpose

This menu screen displays links to all other sections in the system, as well as descriptions of each section. The Update User Profile and User Change Request options are displayed only for regular users, while the User Administration and Missing Reports options are displayed only for administrative users.

2.2.2 Usage

This screen allows the user to navigate to all authorized areas of the web site from a single screen. When a user exits other screens, they are returned to the main menu.

2.2.3 Screen Element Descriptions and Usage

Name	Description	Usage
Circuit Court Caseload Data Entry Link	Links the user to the Circuit Court Data Entry screen.	No additional functionality.
District Court Caseload Data Entry Link	Links the user to the District Court Data Entry screen.	No additional functionality.
Probate Court Caseload Data Entry Link	Links the user to the Probate Court Data Entry screen.	No additional functionality.
Juvenile Activity Report Link	Links the user to the Juvenile Activity Report screen.	No additional functionality.
Upload Caseload Data Files Link	Links the user to the Upload Caseload Data Files screen.	No additional functionality.
Update User Profile Link	Links the user to the Update User Profile screen.	This link is available only to regular users.
User Administration Link	Links the user to the User Administration screen.	This link is available only to administrative users.
View Reports Link	Links the user to the Report Selection screen.	No additional functionality.
User Change Request Link	Links the user to the User Change Request screen.	This link is available only to regular users.
Missing Reports Link	Links the user to the Missing Report screen.	This link is available only to administrative users.

2.3 Court Caseload Data Entry Screens

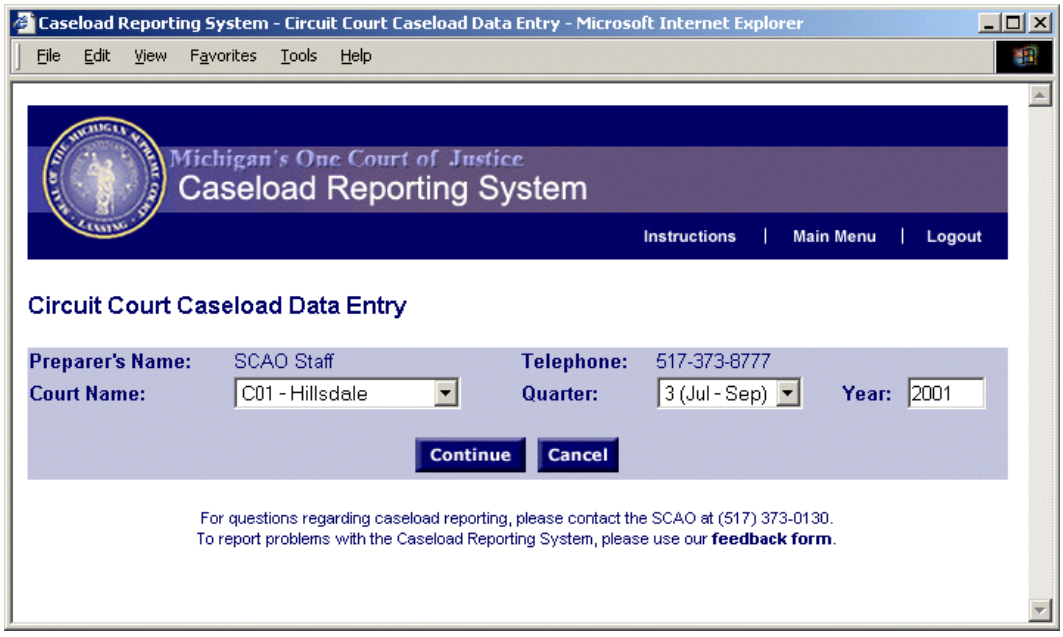

Figure 3: Circuit Court Caseload Pre-Data Entry Screen

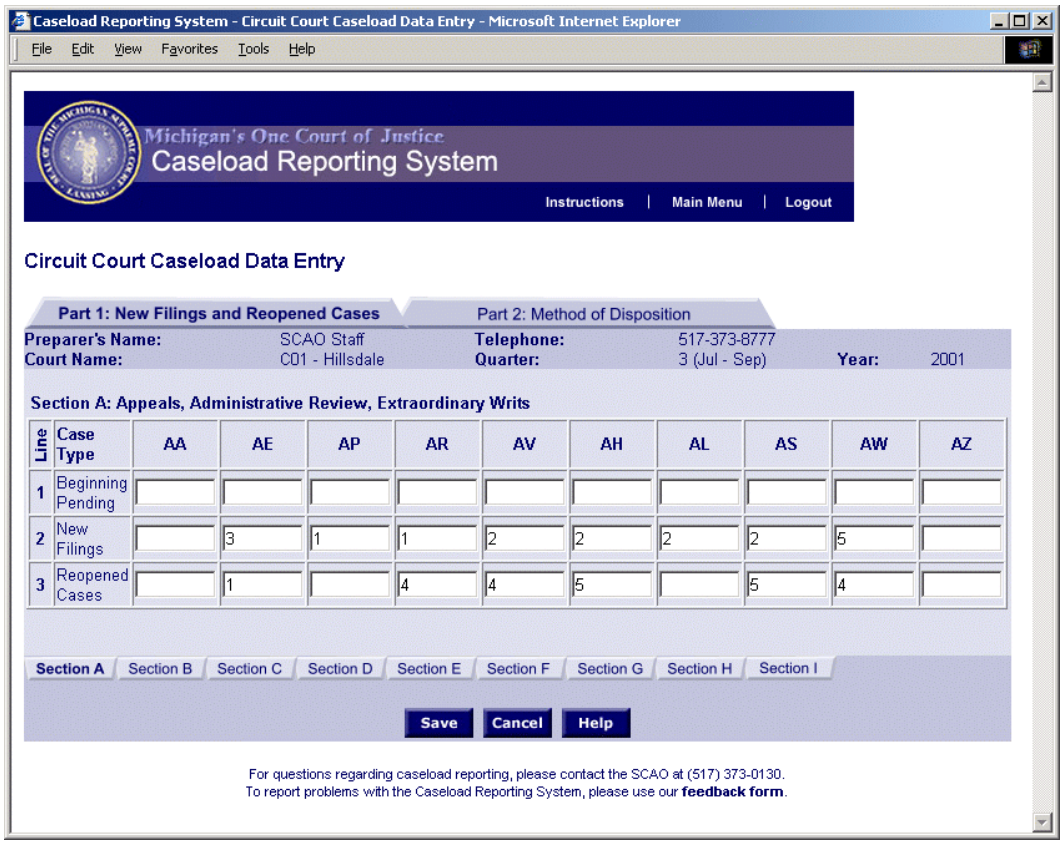

Figure 4: Circuit Court Caseload Data Entry Screen

2.3.1 Purpose

There is one screen for each section and part under each court type, which allows manual entry of court caseload information for all Sections under Parts 1 and 2.

2.3.2 Usage

The focus begins in the Court Name field where the user can select from the courts they are associated with. The user may then enter the quarter and year for the caseload data they are submitting. When the user clicks the Continue button, the database is searched for any existing data, which populates the fields on the ensuing screen. After entering data in a table, the user must save the data before selecting any other tabs. The user may also cancel without saving, or get help. They may also navigate to other sections or logout of the system. Any control can be accessed by tabbing to or clicking on it.

2.3.3 Screen Element Descriptions and Usage

Name	Description	Usage
Part 1 Tab	When clicked, this displays the caseload data entry table for Part 1, Section A.	No additional functionality.
Part 2 Tab	When clicked, this displays the caseload data entry table for Part 2, Section A.	No additional functionality.
Preparer's Name	The full name associated with the user logged in to the system.	No additional functionality.
Telephone	The telephone number associated with the user logged in to the system.	No additional functionality.
Court Name	Lists the court(s) the user is associated with and therefore allowed to enter data for.	This field cannot be left blank.
Quarter	Lists the four quarters of a year.	The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank.
Year	Accepts the year.	The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank. When this field receives focus, any existing text is selected.
Caseload Value Fields	Accepts the number of cases that are applicable to the associated Action (row heading) and Case Type (column heading).	These data fields may contain a maximum of six digits and may be left blank. When these fields receive focus, any existing text is selected.
Section Tabs	When clicked, these display the caseload data entry table for the selected Part and Section.	No additional functionality.
Save Button	Saves the data entered in the database.	Triggers the data validation routines.
Cancel Button	Returns the user to the Menu screen and does not save the data entered in the database.	No additional functionality.
Help Button	Opens a new window with help information on the current Part for the current court type.	No additional functionality.

2.4 Juvenile Activity Report Screens

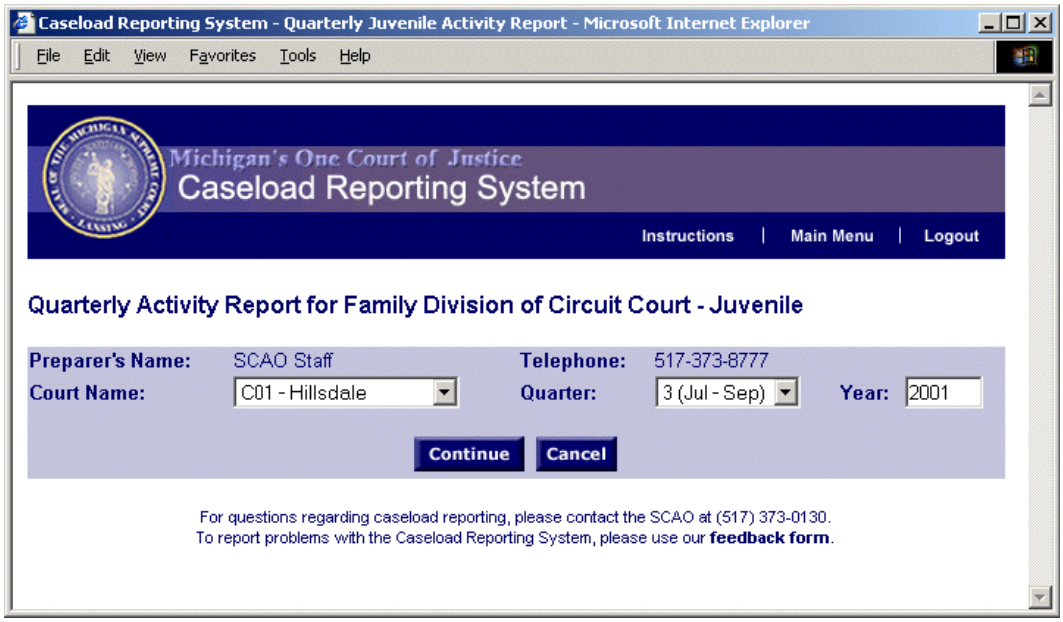

Figure 5: Juvenile Report Pre-Data Entry Screen

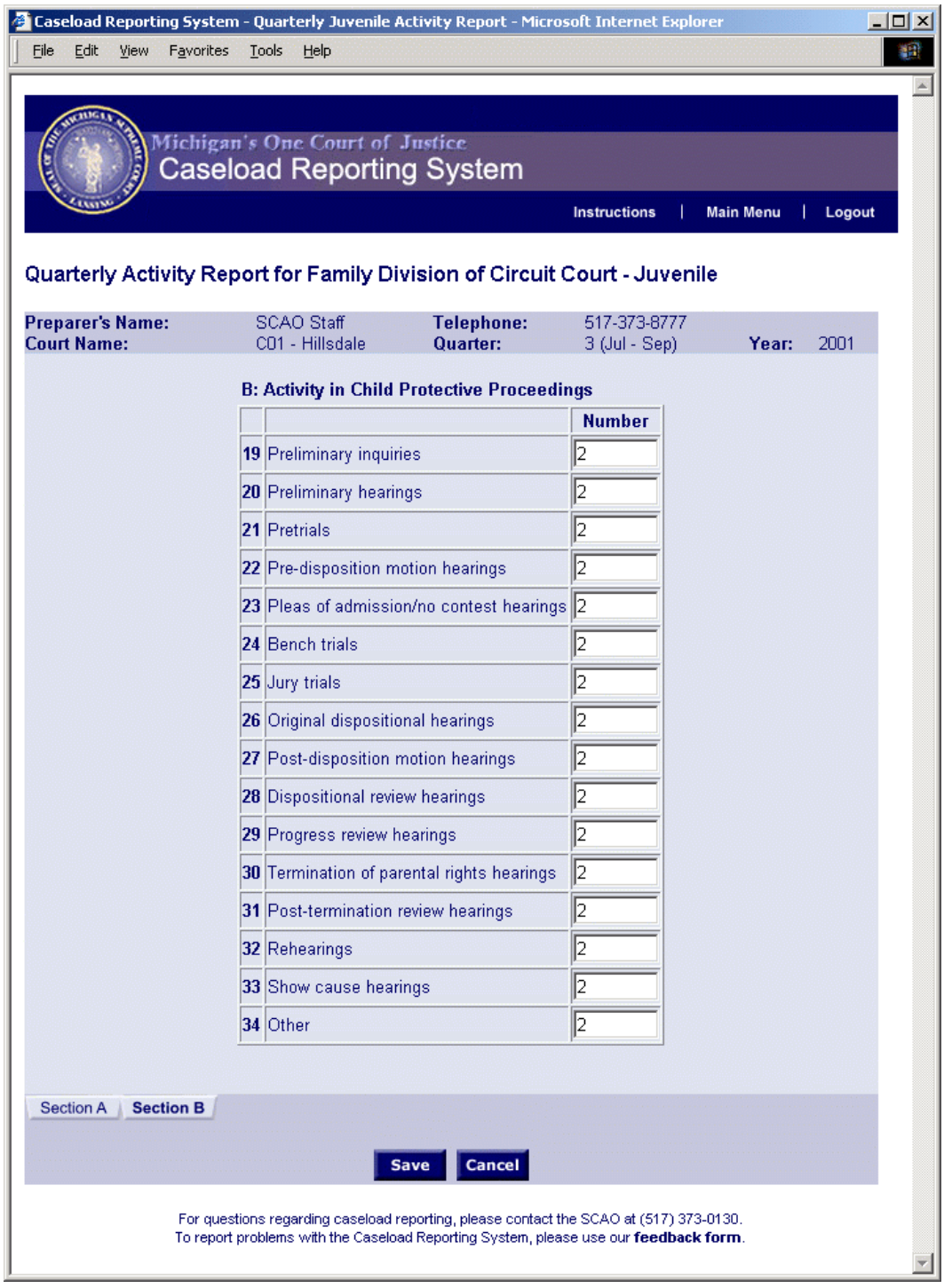

Figure 6: Juvenile Report Data Entry Screen

2.4.1 Purpose

There is one screen for each Section that allows manual entry of data for the Quarterly Activity Report for Family Division of Circuit Court – Juvenile.

2.4.2 Usage

The focus begins in the Court Name field where the user can select from the courts they are associated with. The user may then enter the quarter and year for the juvenile report they are submitting. When the user clicks the Continue button, the database is searched for any existing data, which populates the fields on the ensuing screen. After entering the data in the table, the user must save the data before selecting the other section tab. The user, of course, may also cancel without saving, navigate to the other section, or logout of the system. Any control can be accessed by tabbing to or clicking on it.

2.4.3 Screen Element Descriptions and Usage

Name	Description	Usage
Preparer's Name	The full name associated with the user logged in to the system.	No additional functionality.
Telephone	The telephone number associated with the user logged in to the system.	No additional functionality.
Court Name	Lists the courts the user is associated with and therefore allowed to enter data for.	This field cannot be left blank.
Quarter	Lists the four quarters of a year.	The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank.
Year	Accepts the year.	The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank. When this field receives focus, any existing text is selected.
Report Value Fields	Accepts the number of cases that are applicable to the associated activity (row heading) and type (column heading).	These data fields may contain a maximum of six digits and may be left blank. When these fields receive focus, any existing text is selected.
Section Tabs	When clicked, these display the juvenile report data entry table for the selected Section.	No additional functionality.
Save Button	Saves the data entered in the database.	Triggers the data validation routines.
Cancel Button	Returns the user to the Menu screen and does not save the data entered in the database.	No additional functionality.

2.5 Upload Caseload Data Files Screen

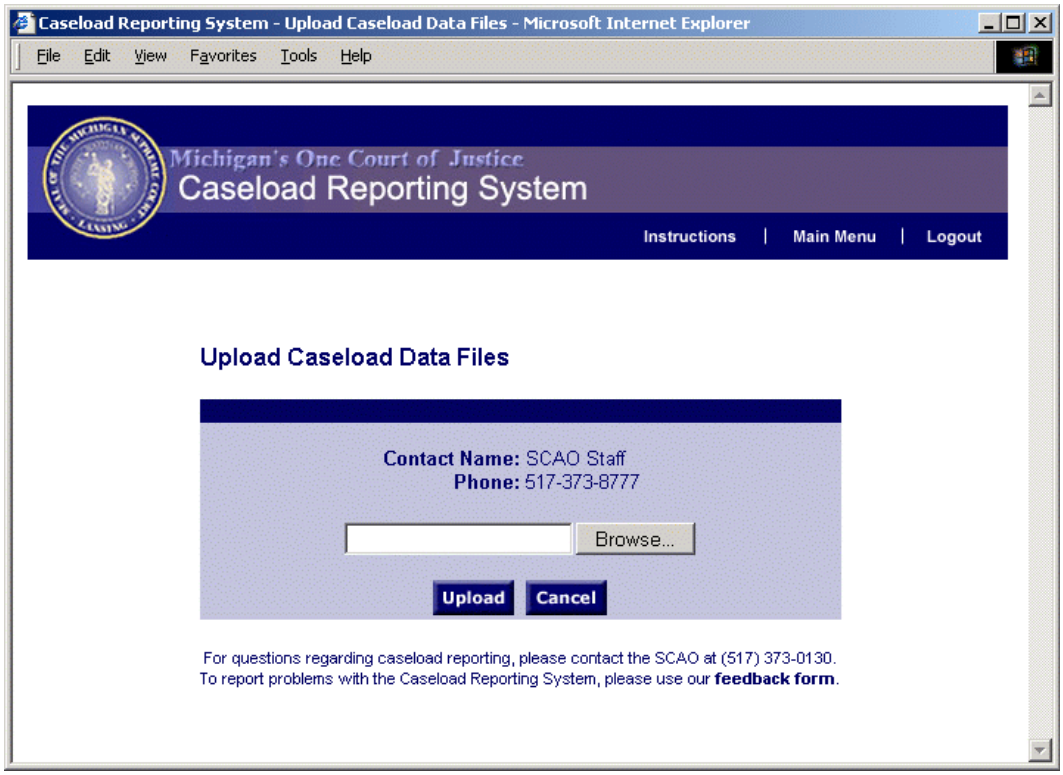

Figure 7: Upload Caseload Data Files Screen

2.5.1 Purpose

This screen allows the user to select an electronic caseload data file from their computer and upload it to the database.

2.5.2 Usage

The focus begins in the File Name field where the user may type in the file path or use the Browse button to select the file from their computer. The user may then tab to or click on the Upload button, or hit the Enter key to begin the upload process. The Cancel button returns the user to the Menu screen. Any control can be accessed by tabbing to or clicking on it.

2.5.3 Screen Element Descriptions and Usage

Name	Description	Usage
Contact Name	The full name associated with the user logged in to the system.	No additional functionality.
Phone Number	The phone number associated with the user logged in to the system.	No additional functionality.

Name	Description	Usage
File Name	The name and path of the file to be uploaded.	The path and file name can be typed into the field or selected via the Browse button. The path entered must be valid and cannot be left blank. When this field receives focus, any existing text is selected.
Browse Button	Allows the user to explore their computer for the file they wish to upload and select it.	When the file is selected, the path and file name appear in the File Name field.
Upload Button	Begins the upload process.	No additional functionality.
Cancel Button	Cancels the upload process and returns the user to the Main Menu screen.	No additional functionality.

2.6 Update User Profile Screen

Figure 8: Update User Profile Screen

2.6.1 Purpose

This screen allows a regular user to change their profile information such as name, phone number, e-mail address, and password.

2.6.2 Usage

The focus begins in the Full Name field. The user may change any of the information by tabbing to or clicking on any field. All fields are required except the e-mail address and password fields. To change their password, the user must also enter the old password. After the changes have been made, the user can then click Save to save the changes, or click Cancel to discard the changes and return to the Menu screen.

2.6.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user name associated with the person logged in to the system.	No additional functionality.
Full Name	The full name associated with the person logged in to the system.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected.
Phone Number	The phone number associated with the person logged in to the system.	The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected.
E-mail Address	The e-mail address associated with the person logged in to the system.	The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected.
Old Password	The current password associated with the person logged into the system.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
New Password	The password to be associated with the person logged in to the system.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
Confirm Password	The password to be associated with the person logged in to the system.	Must match the New Password field exactly, or the password will not be updated in the database.
Save Button	Saves the data entered to the database.	Triggers the data validation routines.
Cancel Button	Returns the user to the Menu screen and does not save the data entered in the database.	No additional functionality.

2.7 User Administration Screen

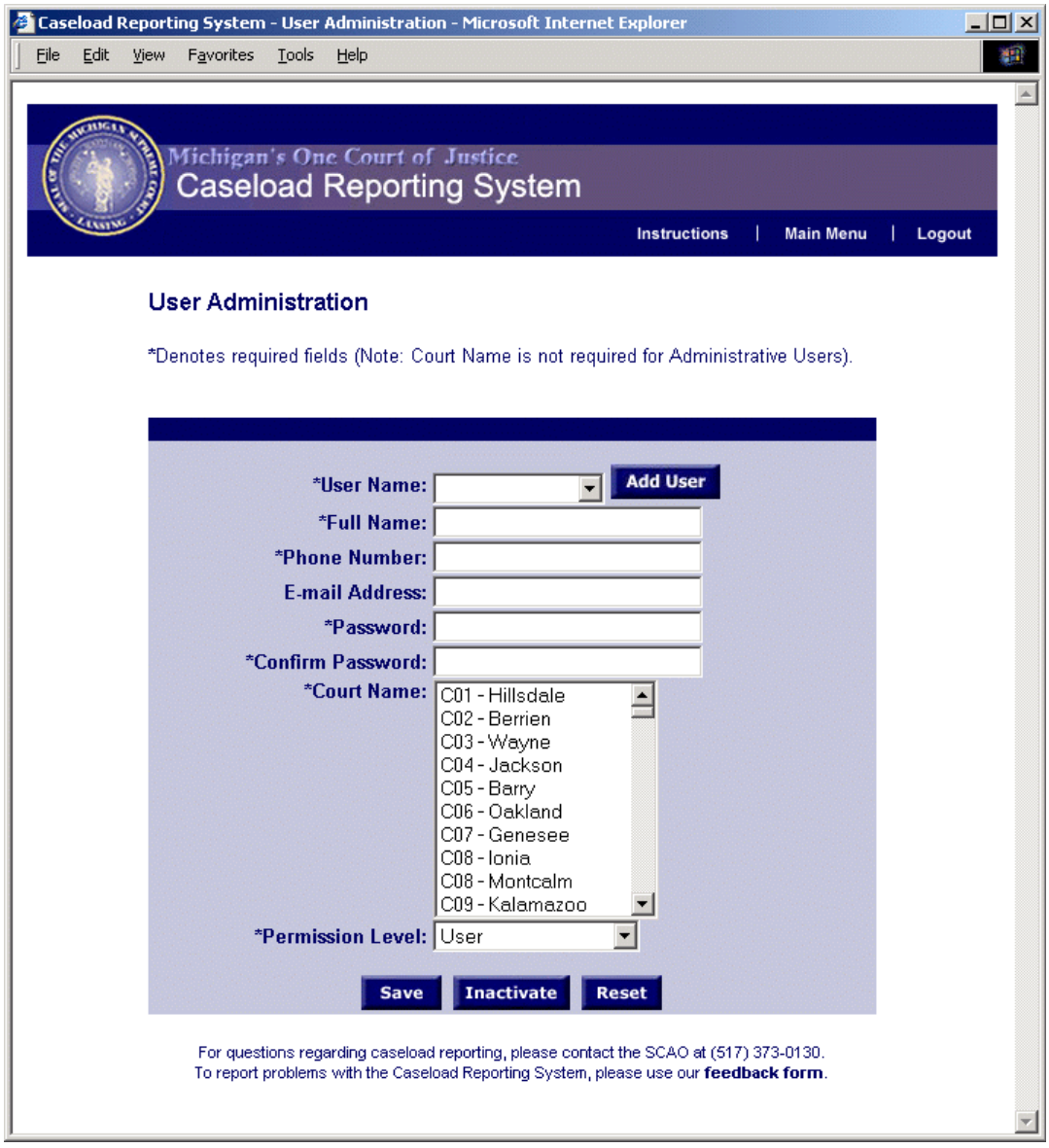

Figure 9: User Administration Screen

2.7.1 Purpose

This screen allows an administrative user to add a new user, inactivate a user, or change an existing user's information.

2.7.2 Usage

The focus begins in the User Name field, where the administrative user can select an existing user or type in a new user. The administrative user can then tab to or click on any of the other fields and enter new data or change existing data. All fields are required

except the e-mail address. After the data is entered, the administrative user can select the Save button to save the information, or select the Cancel button to discard changes and return to the Menu screen. The administrative user may also select the Inactivate button to permanently prevent the selected user from accessing the system.

2.7.3 Screen Element Descriptions and Usage

Name	Description	Usage
User Name	The user name associated with a user.	The user name must contain a minimum of three and a maximum of 25 alphabetic characters, and must be unique within the database. When this field receives focus, any existing text is selected.
Full Name	The full name associated with a user.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes. When this field receives focus, any existing text is selected.
Phone Number	The phone number associated with a user.	The phone number must contain a minimum of seven and a maximum of 25 characters. When this field receives focus, any existing text is selected.
E-mail Address	The e-mail address associated with a user.	The e-mail address may contain a maximum of 50 characters. When this field receives focus, any existing text is selected.
Password	The password associated with a user.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected.
Confirm Password	The password associated with a user.	The password must contain a minimum of four and a maximum of 14 characters. The password displays in the field as asterisks. When this field receives focus, any existing text is selected. This field text must match the Password field text exactly.
Court Name	The court(s) associated with a user.	Multiple courts may be selected. A court must be selected for regular users.
Permission Level	The permission level associated with a user.	Determines the user's level of access within the system. This field cannot be left blank.
Save Button	Saves the data entered to the database.	Triggers the data validation routines.
Inactivate Button	Permanently inactivates the selected user so they no longer have access to the system.	A user must be selected.
Reset Button	Clears all of the current selections.	No additional functionality.

2.8 Report Selection Screen

Figure 10: Report Selection Screen

2.8.1 Purpose

This screen allows the user to select one of the standard output reports that can be generated from the caseload data.

2.8.2 Usage

The user first selects the report they wish to view, then tabs to or clicks on the Next button, or hits the Enter key, to proceed to the next screen. The user may also tab to or click on the Reset button to clear the current report selection.

2.8.3 Screen Element Descriptions and Usage

Name	Description	Usage
Report Names	Lists all of the available reports and their descriptions.	No additional functionality.
Next Button	Passes the report selected to the Report Parameter screen.	Triggers the data validation routines.
Reset Button	Clears the current selection.	No additional functionality.

2.9 Report Parameter Screen

Figure 11: Report Parameter Screen

2.9.1 Purpose

This screen allows the user to enter report parameters and generate the report, or navigate to the Court Selection Wizard to assist them in choosing a comparison court.

2.9.2 Usage

The focus begins in the first parameter field, which for most reports is the Court Name field. After the user selects a court, they may enter additional parameters by tabbing to or clicking on the other fields. After selecting the parameters, the user may choose to use the Court Selection Wizard or generate the report. The Reset button clears all of the current selections. Any control can be accessed by tabbing to or clicking on it.

2.9.3 Screen Element Descriptions and Usage

Name	Description	Usage
Report Name	The name of the report the user selected from the previous screen.	No additional functionality.
Court Name	The list of courts the user may select from.	Does not display if the New Filings by County and Court Type report or the Dispositions by County and Court Type report is selected. This field cannot be left blank for all other reports.
Case Type(s)	The list of case types the user may include in the report.	Displays only for the following reports: New Filings by Case Type and Dispositions by Case Type. The user must select a minimum of one and a maximum of 12.
Date Range	The date range the user wishes to view data from.	The start date must fall between the first quarter of 2002 and the current quarter. The end date must be the same as, or later than, the start date, and before the current quarter. The year fields must contain valid four digit years. These fields cannot be left blank.
Report Format	The report format the user wishes to view data in.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, and Dispositions by Broad Grouping.
Compare With	Allows the user to compare results with regional and/or statewide averages.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index.
Comparison Court	Allows the user to compare results with another court.	Displays only for the following reports: New Filings by Case Type, Dispositions by Case Type, New Filings by Category, Dispositions by Category, New Filings by Broad Grouping, Dispositions by Broad Grouping, Cases Pending at Year End, Clearance Rate, and Backlog Index. The user may select only one.
Court Selection Wizard Button	Passes the parameters to the Court Selection Wizard screen.	Triggers the data validation routines.
Generate Report Button	Passes the parameters to the Crystal Report engine, which then displays the report.	Triggers the data validation routines.
Reset Button	Clears all of the current selections.	No additional functionality.

2.10 Court Selection Wizard Screens

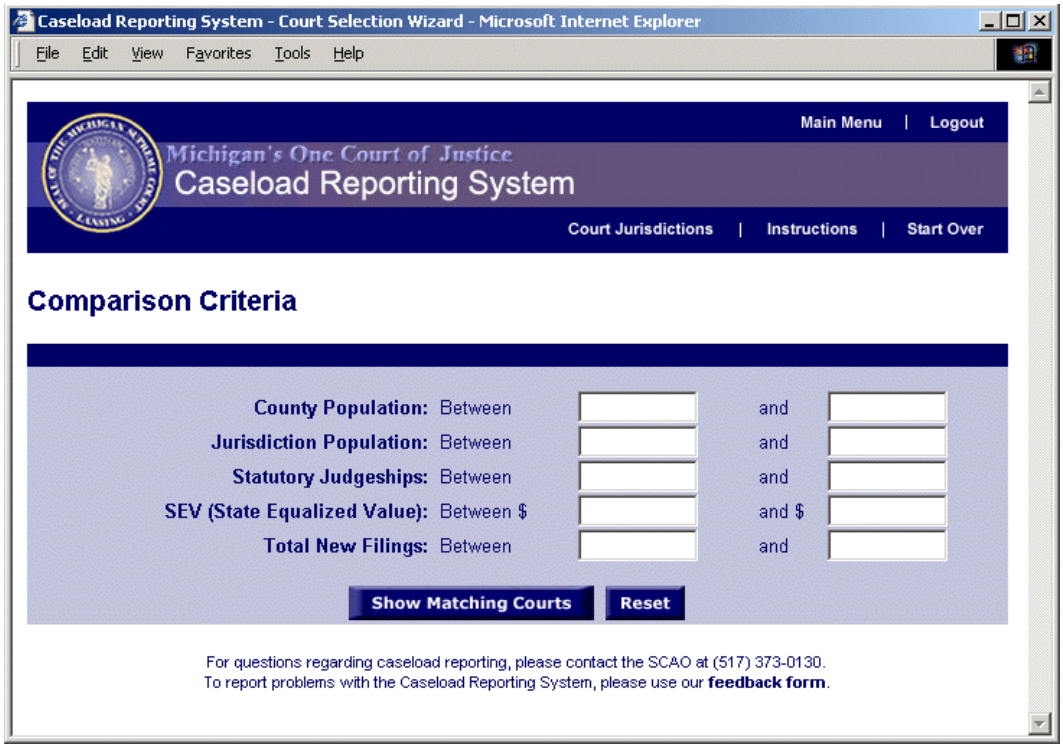

Figure 12: Comparison Criteria Screen

Figure 13: Matching Courts Screen

2.10.1 Purpose

The first screen allows the user to enter criteria for a court they would like to compare results with. The second screen displays the information for the matching courts. The user may then select one court to include in the report. The user may choose not to enter any criteria and the matching courts will include all courts.

2.10.2 Usage

The focus begins in the County Population field where the user can enter the range for the criterion. The user may tab to or click on any of the range fields. After the criteria have been entered, the user can select the Show Matching Courts button to display the information for the matching courts in a new window, or select the Reset button to clear all of the criteria. Once the matching courts are displayed, the user can select one court to include in the report. Finally, by selecting the Generate Report button, the report is displayed. The user may also choose to use the Reset button to clear the court selection. Any control may be accessed by tabbing to or clicking on it.

2.10.3 Screen Element Descriptions and Usage

Name	Description	Usage
County Population Range	The county population range the user wishes the comparison court to match.	The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits.
Jurisdiction Population Range	The jurisdiction population range the user wishes the comparison court to match.	The low population must be less than the high population. The fields must contain whole numbers with a maximum of seven digits.
Range of Statutory Judgeships	The range of statutory judgeships the user wishes the comparison court to match.	The low number of judges must be less than the high number of judges. The fields must contain whole numbers with a maximum of three digits.
SEV Range	The SEV range the user wishes the comparison court to match.	The low SEV number must be less than the high SEV number. The fields must contain whole numbers with a maximum of eleven digits.
Total New Filings Range	The new filings range the user wishes the comparison court to match.	The low number of new filings must be less than the high number of new filings. The fields must contain whole numbers with a maximum of six digits.
Show Matching Courts Button	Queries the database for courts matching the comparison criteria.	Triggers the data validation routines.
Reset Criteria Button	Clears all of the entered criteria.	No additional functionality.
Court Selection Column	Radio buttons that indicate what court will be used in the comparison.	A maximum of one can be selected.
Court Column	The name of the court.	No additional functionality.
County Population Column	The population of the county the court resides in.	No additional functionality.

Name	Description	Usage
Jurisdiction Population Column	The population of the court's jurisdiction.	No additional functionality.
Statutory Judgeships Column	The number of statutory judgeships in the court.	No additional functionality.
SEV Column	The total SEV of the county.	No additional functionality.
Total New Filings Column	The total new filings for the previous year.	No additional functionality.
Generate Report Button	Passes the parameters to the Crystal Report engine, which then displays the report.	Triggers the data validation routines.
Reset Comparison Court Button	Clears the current comparison court selection.	No additional functionality.

2.11 User Change Request Screen

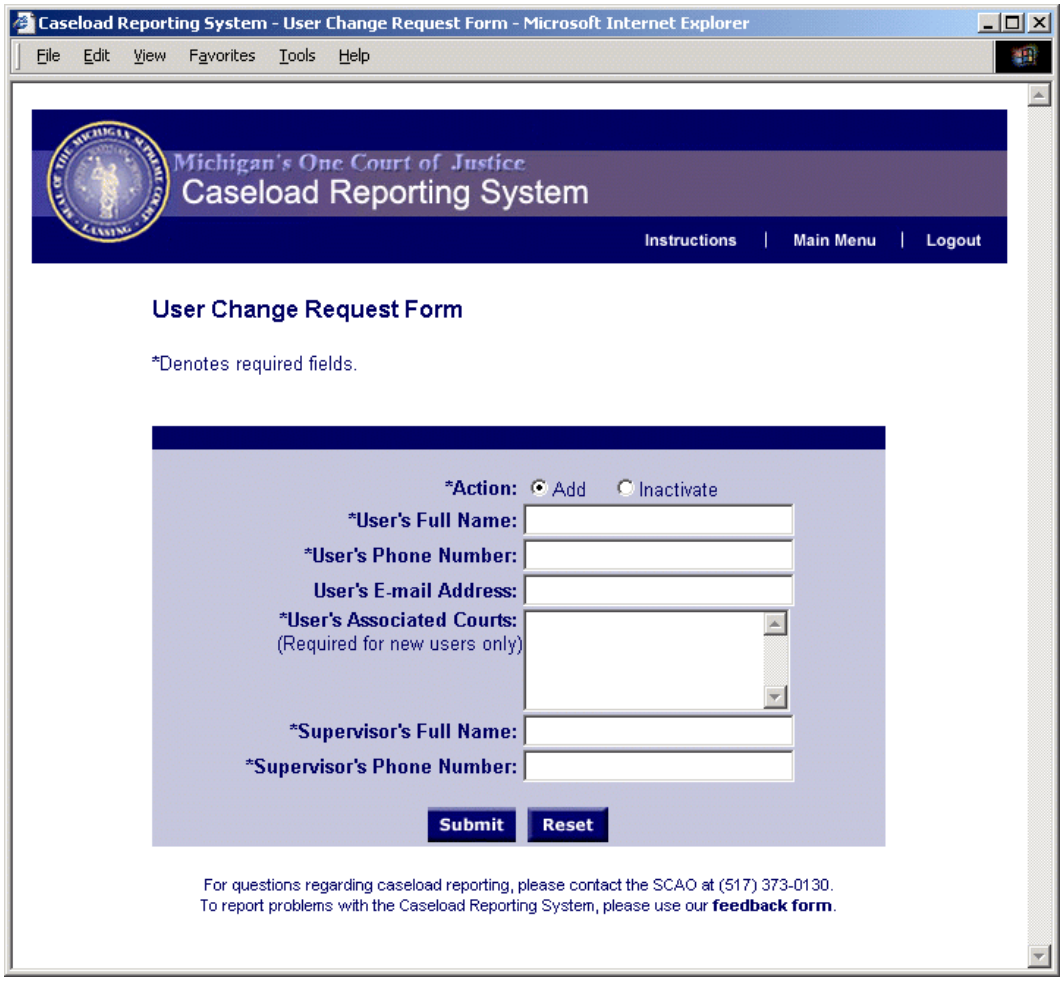

Figure 14: User Change Request Screen

2.11.1 Purpose

This screen allows a regular user to send an e-mail to the SCAO to request that a user be added to the CRS or be inactivated.

2.11.2 Usage

The user must first select the action of the request. The user can then tab to or click on any of the other fields and enter data. All fields are required except the e-mail address. After the data is entered, the user can select the Submit button to send the information to the SCAO, or select the Reset button to clear all selections. Any control may be accessed by tabbing to or clicking on it.

2.11.3 Screen Element Descriptions and Usage

Name	Description	Usage
Action	The action that should be performed for the user.	No additional functionality.
User's Full Name	The full name associated with a user.	The full name must contain a minimum of five and a maximum of 50 alphabetic characters, spaces, periods, commas, and dashes.
User's Phone Number	The phone number associated with a user.	The phone number must contain a minimum of seven and a maximum of 25 characters.
User's E-mail Address	The e-mail address associated with a user.	The e-mail address may contain a maximum of 50 characters.
User's Associated Courts	The court(s) associated with a user.	Multiple courts may be entered. A court must be entered for new users.
Supervisor's Full Name	The full name of the user's supervisor. (SCAO will contact the supervisor to validate the request.)	This field may not be left blank.
Supervisor's Phone Number	The phone number of the user's supervisor. (SCAO will contact the supervisor to validate the request.)	This field may not be left blank.
Submit Button	Submits the request via e-mail to the SCAO.	Triggers the data validation routines.
Reset Button	Clears all of the current selections.	No additional functionality.

2.12 Missing Reports Screens

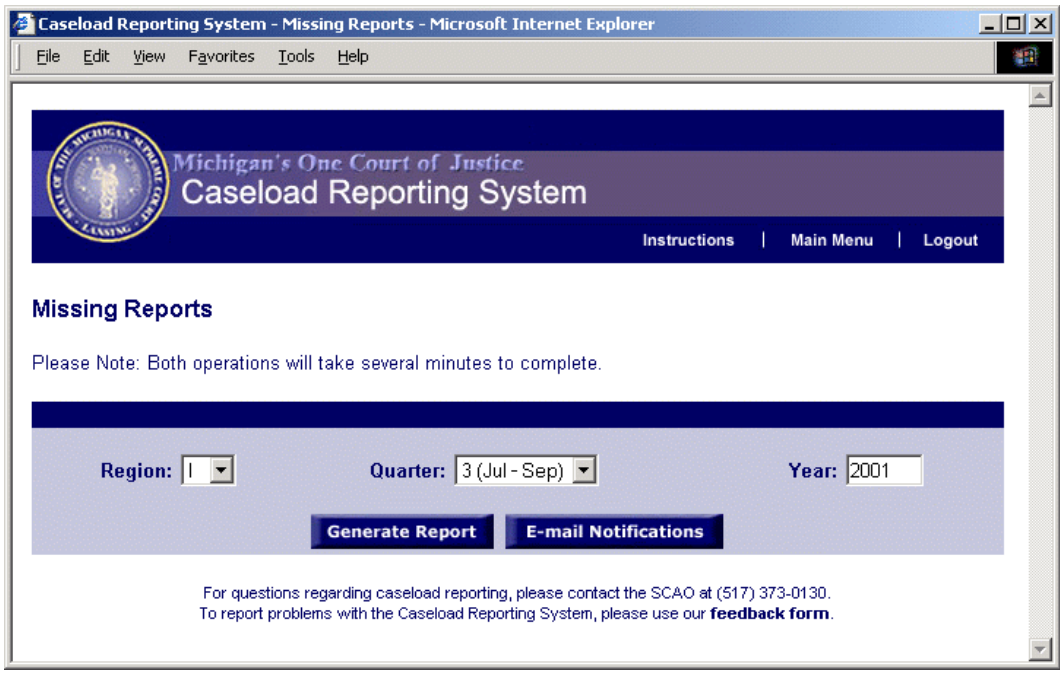

Figure 15: Missing Reports Parameter Screen

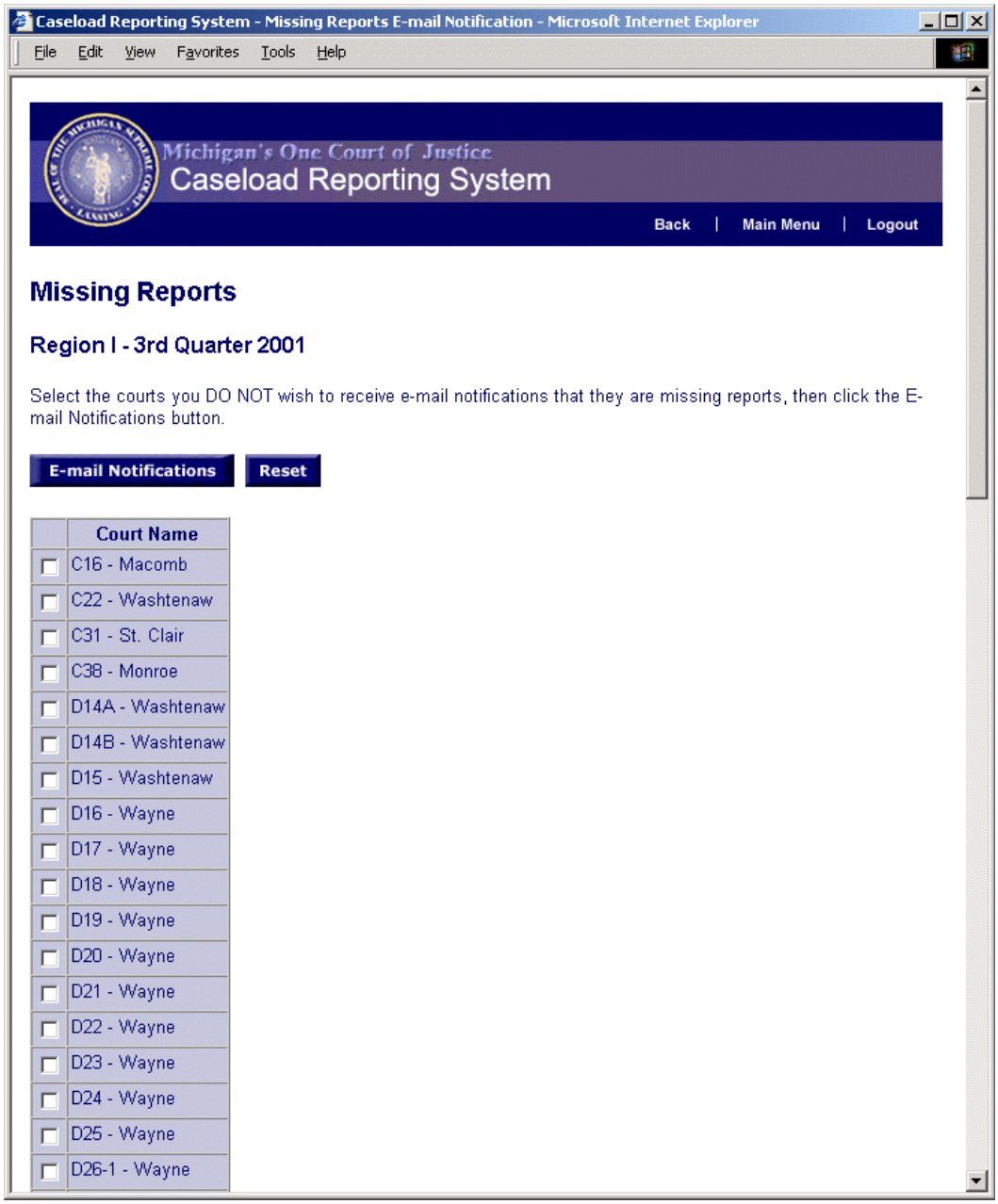

Figure 16: Missing Reports E-mail Notifications Screen

2.12.1 Purpose

The first screen allows an administrative user to enter the region, quarter, and year for which they wish to view the courts that are missing caseload data reports. The results screen displays the courts, along with the missing sections and associated users. The e-mail notifications screen displays the courts and allows the user to select which court(s) they wish not to receive e-mail notifications that they are missing caseload data. The user may then send the notifications.

2.12.2 Usage

The focus begins in the Region field, where the administrative user can select the region for the courts they wish to view or notify. The user may then enter the quarter and year to check for missing reports. After entering the parameters, the user may generate a web page report that lists all of the courts missing data, along with the missing sections and the associated users, or the user may select the E-mail Notifications button. The e-mail notifications screen allows the user to select any courts they do not want to receive the notification, and send an e-mail notification to the rest of the courts that are missing caseload data. Any control may be accessed by tabbing to or clicking on it.

2.12.3 Screen Element Descriptions and Usage

Name	Description	Usage
Region	The list of regions the user may select from.	This field cannot be left blank.
Quarter	Lists the four quarters of a year.	The previous quarter is selected, however the user may select a different quarter. This field cannot be left blank.
Year	Accepts the year.	The year associated with the previous quarter is displayed (i.e. If it is January 18, 2003, the year displayed will be 2002), however the user is able to enter a different year. The year entered must contain four digits. This field cannot be left blank.
Generate Report Button	Passes the parameters to the report page, which then displays the results.	Triggers the data validation routines.
E-mail Notifications Button 1	Passes the parameters to the e-mail notifications page, which then displays all of the matching courts.	Triggers the data validation routines.
E-mail Notifications Button 2	Sends a notification via e-mail to all courts missing caseload data.	No additional functionality.
Reset Button	Clears all selected courts.	No additional functionality.
Court Checkboxes	Check boxes that indicate which courts will not receive the e-mail notifications.	There is minimum on maximum for number of selections.

2.13 Feedback Form

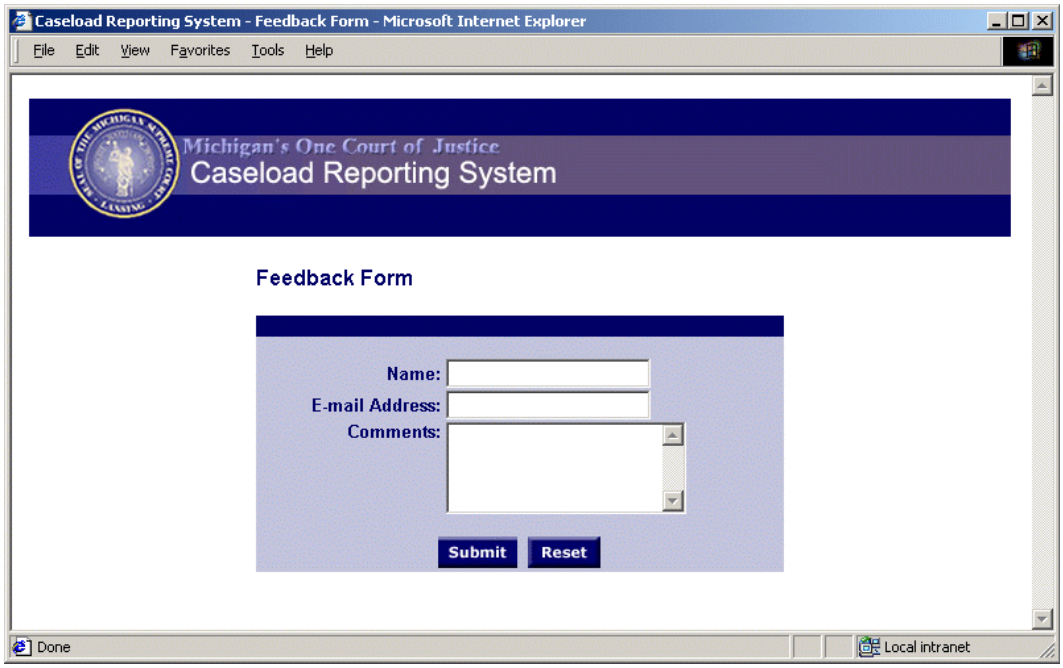

Figure 17: Feedback Form

2.13.1 Purpose

This screen allows the user to submit feedback about the Caseload Reporting System to the web administrator.

2.13.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their e-mail address and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.13.3 Screen Element Descriptions and Usage

Name	Description	Usage
Name	The name of the user.	This field is not required.
E-mail Address	The e-mail address of the user.	This field is not required.
Comments	The comments the user wishes to deliver to the web administrator.	This field is not required.
Submit Button	Submits the feedback via e-mail to the web administrator.	No additional functionality.
Reset Button	Clears the fields.	No additional functionality.

2.14 Report Feedback Form

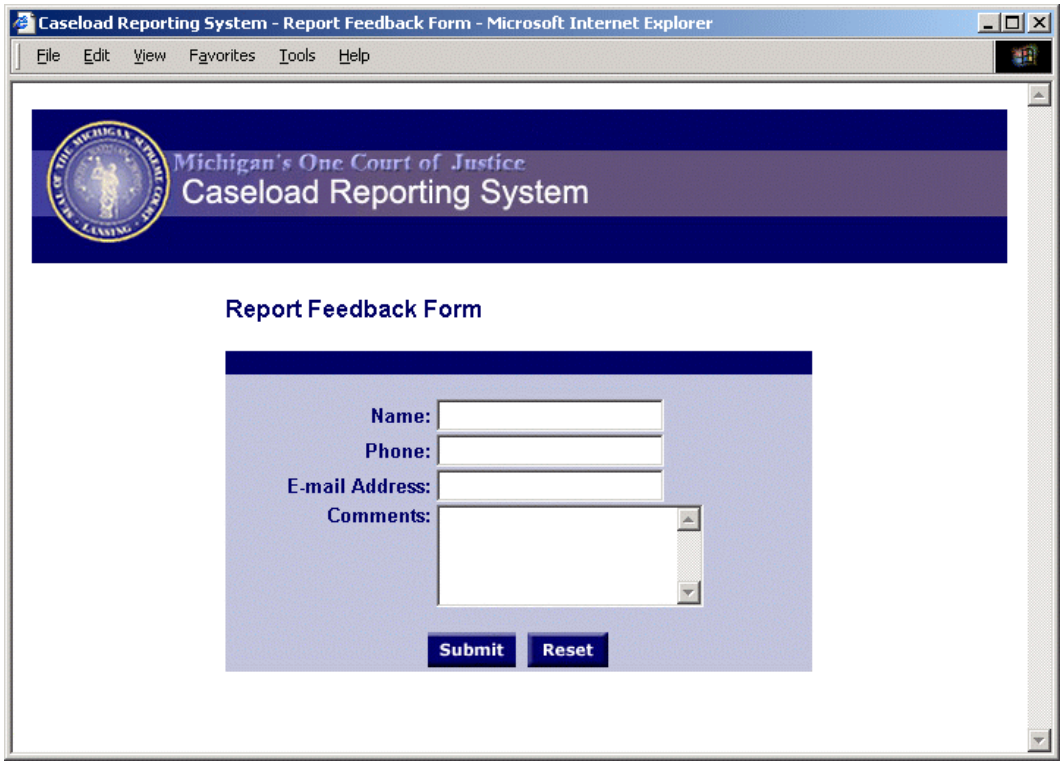

Figure 18: Report Feedback Form

2.14.1 Purpose

This screen allows a user to submit questions about the CRS output reports to the report expert via e-mail.

2.14.2 Usage

The focus begins in the Name field, where the user can enter their name. They can then tab to or click on the other fields and enter their phone number, e-mail address, and comments. None of the fields are required, however if all fields are left blank, the e-mail will not be sent. After the data is entered, the user can select the Submit button to send the feedback, or select the Reset button to clear the fields. Any control may be accessed by tabbing to or clicking on it.

2.14.3 Screen Element Descriptions and Usage

Name	Description	Usage
Name	The name of the user.	This field is not required.
Phone	The phone number of the user.	This field is not required.
E-mail Address	The e-mail address of the user.	This field is not required.
Comments	The comments the user wishes to deliver to the report expert.	This field is not required.
Submit Button	Submits the feedback via e-mail to the report expert.	No additional functionality.
Reset Button	Clears the fields.	No additional functionality.

OUTPUT FORMATS
AND BUSINESS RULES FOR SUMMARY OUTPUT

Business Rules for Circuit Caseload Summary

Adopted 8/30/01
Revised 9/12/01
Revised 10/05/01
Revised 12/04/01
Revised 4/30/02
Revised 5/24/02
Revised 10/12/02

1. Section A: Appeals, Administrative Review, Extraordinary Writs

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Order Entered + Dismissed + Case Type Change = Total Dispositions)
(from Lines 1 through 3, Part 2)

equals Ending Pending

2. Section B: Criminal

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Guilty Plea + Nolle Prosequi + Dismissed by Court + Transfer + Inactive Status + Local Diversion + Case Type Change = Total Dispositions) *(from Lines 1 through 9, Part 2)*

equals Ending Pending

3. Section C: Civil

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Uncontested/Default/Settled + Transferred + Dismissed by Party + Dismissed by Court + Inactive Status + Other Disposition + Case Type Change = Total Dispositions) *(from Lines 1 through 9, Part 2)*

equals Ending Pending

4. Section D: Domestic Relations

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Bench Verdict + Uncontested/Default/Settled + Transferred + Dismissed by Party + Dismissed by Court + Inactive Status + Post Judgment Transfers + Case Type Change = Total Dispositions) *(from Lines 1 through 8, Part 2)*

equals Ending Pending

5. Section E: Juvenile (DL and TL)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Admission/No Contest + Prosecutor Waiver + Traditional Waiver + Nolle Prosequi + Dismissed by Court + Consent Calendar + Transferred + Diversion/Not Authorized + Designation Granted + Inactive Status + Not Charged + Case Type Change = Total Dispositions)
(from Lines 1 through 14, Part 2)

equals Ending Pending

6. Section E: Juvenile (DJ)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Guilty Plea + Nolle Prosequi + Dismissed by Court + Inactive Status = Total Dispositions)
(from Lines 15 through 20, Part 2)

equals Ending Pending

7. Section E: Juvenile (DL/TL/DJ) [take the number from the most recently reported quarter for the reporting time period]

Number of Juveniles in the System who are Supervised by the Court *(from Line 21)*

Number of Juveniles in the System who are Supervised by the Family Independence Agency *(from Line 22)*

Number of Juveniles in the System who are Supervised by the Department of Community Justice *(from Line 23 - applies only to C03, Wayne County)*

Number of Juveniles for whom a Petition is Pending Adjudication during this reporting period who are not already under supervision *(from Line 24)*

8. Section E: Juvenile (PJ)

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Orders Issued Ex Parte + Orders Issued After Hearing + Transferred + Dismissed/Denied Ex Parte + Dismissed/Denied After Hearing + Dismissed by Petitioner = Total Dispositions) *(from Lines 25 through 30, Part 2)*

equals Ending Pending

9. Section E: Juvenile (PJ)

Orders Issued Ex Parte + Orders Issued After Hearing + Orders Issued After Denial = Total Personal Protection Orders Issued Against Minors
(from Lines 25, 26, and 32 , Part 2)

Total Personal Protection Orders Against Minors Rescinded *(from Line 31, Part 2)*

10. Section F: Child Protective

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Jury Verdict + Bench Verdict + Admission/No Contest + Dismissed/ Withdrawn + Transferred + Not Authorized = Total Dispositions)
(from Lines 1 through 6, Part 2)

equals Ending Pending

11. Section F: Child Protective [take the number from the most recently reported quarter for the reporting time period]
Number of Children in the System who are Temporary Wards of the Court *(from Line 7)*

Number of Children in the System who are Temporary Wards of the Michigan Children's Institute Observation *(from Line 8)*

Number of Children in the System who are Permanent Wards of either the Michigan Children's Institute or the Court *(from Line 9)*

Number of Children for whom a Petition is Pending Adjudication during this reporting period who are not already under court jurisdiction *(from Line 10)*

12. Section G: Adoption

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Finalized + Withdrawn by Petitioner + Dismissed by Court + Transferred + Recission Granted + Recission Denied/Withdrawn + Case Type Change = Total Dispositions) *(from Lines 1 through 7 Part 2)*

equals Ending Pending

13. Section H: Miscellaneous Family

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Orders Issued Ex Parte + Orders Issued After Hearing + Transferred + Dismissed/Denied Ex Parte + Dismissed/Denied After Hearing + Dismissed by Petitioner + Orders Issued After Denial + Case Type Change = Total Dispositions)
(from Lines 1, 2, 3, 4, 5, 6, 8, and 9, Part 2)

equals Ending Pending

14. Section H: Miscellaneous Family (PH, PP)

Orders Issued Ex Parte + Orders Issued After Hearing + Orders Issued After Denial = Total Personal Protection Orders Issued Against Adults
(from Lines 1, 2, and 8 , Part 2)

Total Personal Protection Orders Against Adults Rescinded *(from Line 7, Part 2)*

15. Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, and Mental Commitments

Beginning Pending + New Filings + Reopened = Total Pending
(from Lines 1 through 3, Part 1)

minus (Granted + Denied + Transferred + Withdrawn/Dismissed + Deferred + Case Type Change = Total Dispositions) *(from Lines 1 through 6, Part 2)*

equals Ending Pending

QUESTIONS AND ANSWERS

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

General Questions

- **Ancillary Proceedings**

  Q **What are "ancillary proceedings" and how do they apply to family division and/or probate matters?**

  A When the family division of the circuit court was established by law in 1998, the new law identified a group of probate cases that are to be handled in the family division when it is part of or subordinate to another family division proceeding. Those cases include guardianships, conservatorships, admissions and mental commitments.

- **Assignments**

  Q **Do I count cases to which to my judge is assigned when the case originated in another court?**

  A No. Assignment of a case filed in another court is not a new case in the court where the judge was elected to sit, and should not be entered into the case management software if it will result in being counted as a new case.

- **Caseload Reporting System**

  Q **If a court uploads its caseload data electronically via diskette or electronic transfer, and later wants to correct some of the data, how is the correction accomplished?**

  A The court can either go to the CRS website and manually correct the appropriate data and save it, or regenerate the quarter's report and again upload the entire data for that quarter.

  Q **Does a court have to wait for all sections of the report (e.g., juvenile, child protective, adoption, etc.) to be completed to send the caseload report to SCAO?**

  A The information can be transmitted at different times, but should be verified for accuracy prior to submission.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

Q Who can my local information systems people consult at SCAO regarding CRS?

A They will be referred to the appropriate staff depending on the question. Either submit an e-mail through the CRS website or call SCAO at (517) 373-0130. E-mail is preferred for purposes of documentation.

Q Will the SCAO 40b Quarterly Activity Report be submitted by paper to the Regional Office?

A No. You must transmit this report electronically. The format will be accessible on the main menu of the CRS. NOTE: At some training sessions it was indicated this would be the only document to be reported by paper, however, this has changed since the training began.

- **Case Type Codes**

Q What case type code should be used for Department of Natural Resources condemnation cases under MCL 324.1604?

A CZ.

- **Misdemeanor Traffic: Juvenile**

Q Who reports misdemeanor traffic and delinquency cases involving juveniles where the district court handles these matters pursuant to a local administrative order (LAO)?

A The circuit court. Under the LAO the district judge is assigned as a circuit judge; therefore, they would be counted in Section E of the circuit court caseload report.

- **Reporting from Multiple Courts/Locations**

Q My court is a multi-county circuit. Are the statistics from all counties supposed to be reported together?

A No. Each court location in a multi-county circuit reports its statistics separately.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

Q **My court has multiple locations. Are the statistics from all locations supposed to be reported together?**

A Yes

New Criminal Cases

- **Multiple Petitions, Complaints and Warrants**

Q **What does the court do when multiple petitions, complaints and warrants are filed from the same incident - one for statute offenses and the other for ordinance offenses?**

A The best practice is to consolidate these in one case file, using the case type code for the most serious charge. If the case goes to trial the two prosecuting officials will need to work out who will prosecute the case. There may be an issue with your software to properly distribute fines and costs.

Q **What does the court do when multiple criminal cases from one incident filed by prosecutors are bound over to the circuit court? Will this affect the way we count cases?**

A If possible, the complaints should be consolidated into one case, as it will cause uneven reporting from court to court. See Circuit Court Part 1, Section B. The Prosecuting Attorneys Association of Michigan has indicated it is their policy to combine the cases; if prosecutors are not doing so, that office is to be advised by the court of that fact.

- **Post Judgment Transfers**

Q **If a case is transferred to our court for purposes of probation oversight, is this a new case for purposes of the caseload report?**

A No. Once a criminal case is adjudicated and reported disposed probation activity is not reported. Transfer of a case for supervision is not a new case in the receiving court and should not be entered into the case management software if that will result in being counted as a new case.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

New Civil Cases

- **Adoption**

  Q **Why was form PCA 350, "Motion and Order for Delayed Registration of Foreign Birth" listed as a form for opening an adoption case?**

  A This was an error that has been corrected.

- **Attorney Admission to Bar**

  Q **Is a new case opened when a new attorney is admitted to the bar?**

  A No, according to the Case File Management Standards, it is considered a group file. You do not count it as a case.

- **Civil Infractions**

  Q **If the family division and a district or municipal court in the county have an agreement pursuant to MCL 712A.2 that jurisdiction over civil infractions are waived to the district court, who reports these on the caseload report?**

  A The district or municipal court receiving the civil infraction violations report these cases on the caseload report.

- **Foreign Judgments**

  Q **Is a foreign judgment considered a new filing, and how are foreign judgments counted disposed?**

  A The filing of a foreign judgement is considered a new filing as a civil case. When a foreign order is registered it is considered a new filing in a domestic relations case. Each should be immediately disposed under "Other Disposition."

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

▸ Personal Protection Order Violations Issued by Another County

Q What do I do when I receive a complaint or motion regarding a violation of a personal protection order issued by a court in another county?

A When a respondent is arrested in a county other than the county that issued the personal protection order, the case would be opened in Section H with a VP case type code and disposed with the appropriate disposition.

Reopened Cases

Q When a case is reopened, it may appear on my list of pending cases over two years old. Is this appropriate?

A This report will no longer be collected for circuit courts. It may appear on your time guideline reports from your case management system.

Q How will the court determine when an evaluation is returned to the court after referral to the Department of Community Health for evaluation to determine competency to stand trial when the envelope is marked confidential?

A It is the responsibility of the person with the authority to review the confidential information to provide that information so the clerk can record the receipt of the evaluation.

Q If the court receives a notice of discharge of bankruptcy how is this reported on the caseload report?

A The preferred action is to do nothing - do not reopen the case. The less preferred method is to reopen the case. The court then has two options regarding disposition. The preferred option is to immediately close under "Other Disposition." The less preferred option is to let the case go to no progress with an eventual dismissal.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

Disposition Generally

- **Interlocutory Appeals**

  Q **How are interlocutory appeals reported?**

  A They are not disposed. These cases remain pending until the issue is resolved and the case is disposed in the trial court.

- **Partial Disposition of Multi-Count or Multi-Party Complaints**

  Q **If a multi-count criminal complaint or a multi-party civil complaint is partially disposed in one reporting period with the balance of the counts or parties disposed in another reporting period, which count or party disposition is counted on the caseload report?**

  A A case is not counted as disposed until all criminal counts or all civil case parties have a disposition. At that point the case management system should report disposition of the entire case under the highest priority disposition found within that case. The case must be reported disposed during the quarter when the last party or criminal count is disposed.

- **Transfers**

  Q **At what point is a remand or transfer considered a "Transfer" disposition?**

  A At the time the order to transfer or remand is entered.

Disposition: Criminal

- **Deferred Sentencing**

  Q **How are cases disposed when sentencing is deferred under MCL 333.7411 (Controlled Substance Act), MCL 769.4a (Spouse Abuse Act), MCL 750.350a (Parental Kidnapping Act), and MCL 762.11 (Holmes Youthful Trainee Act)?**

A These cases are reported based upon the method of determining guilt; jury verdict, bench verdict, or plea. They are not reported under "local diversion," and they are not reopened for dismissal or if the plea of guilt is to be entered for failure to comply with court orders.

- **Dismissal**

Q If a prosecutor motions the court, in writing or on the record, to nolle prosequi the case, the case is then dismissed. Is this disposition counted as a "Dismissal" or a "Nolle Prosequi?"

A The case should be reported under disposition "Nolle Prosequi."

- **Felony Plea Accepted by District Court**

Q When the district court accepts a felony plea for the circuit court, when should the plea be reported as a disposition?

A The plea must be reported as a circuit court disposition after bindover from the district court. The district court disposition is "Bindover/Transfer", and the circuit court disposition is "Guilty Plea".

- **Incompetency**

Q If a person is found not competent to stand trial how is the case reported disposed?

A If the prosecutor has not filed a nolle prosequi the court may dispose of this under "Inactive."

- **Local Diversion**

Q How will I know when a case has been referred for diversion?

A At a minimum, it would be reflected in the Register of Actions.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

- **Plea Bargain**

  Q **How would a matter involving multiple charges resulting in a plea bargain to one or more counts and a nolle prosequi for one or more counts be reported as disposed?**

  A The guilty plea should be reported as it is the highest form of disposition in the hierarchy of dispositions.

- **Plea Taken in Circuit Court**

  Q **How is a case handled if the circuit court takes a plea on a misdemeanor and returns the case to district court for sentencing?**

  A This is improper. The district court cannot report the "Plea" disposition it did not conduct. Either the case should be returned for a plea and sentencing in district court or the circuit court should sentence the defendant.

- **Prosecutor Dismissal**

  Q **What if the prosecutor fails to send the nolle prosequi order after a period of time, having indicated he/she would file the document?**

  A The court should wait for the order before disposing of the case. However, if general practice is that the document is never filed, the court may dispose of the case based upon the Register of Action entry.

Disposition: Civil

- **Case Evaluation**

  Q **In a case where case evaluation is used, would it be reported as disposed when the case evaluation is accepted or when the judgment is received by the court?**

  A When the case evaluation is accepted.

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

- **Lack of Progress**

  Q **Will my information system track no-answer and no-progress with the changes in the way cases are disposed?**

  A You will have to find out from your software provider.

- **Military Service**

  Q **Are cases disposed as "Inactive" because a party is on active military service?**

  A If the court on its own motion, a party, or a person acting on behalf of a party motions the court to stay the proceedings because the ability of plaintiff to prosecute or defendant to conduct his defense is *materially* affected by reason of his military service, the court may enter an order staying the case. The case is then disposed as "Inactive."

  "50 USCS Appx Section 520(4) was not intended to prevent judgment by default against person in military service where defendant was *fully informed* of pendency of action and had *adequate time and opportunity to appear and defend* or otherwise protect his right." Burgess v Burgess (1962 Super) 234 NYS2d 87.

Disposition: Domestic Relations

- Pro Confesso Divorce

  Q **What is the appropriate disposition in a divorce matter when a default is entered against the defendant and the divorce is granted at the pro confesso hearing?**

  A The appropriate disposition is the **method** by which the case is disposed, which is "Default". The granting of the divorce is simply the final outcome of that disposition. If a default is set aside and the parties ultimately settle, the method of disposition is "Settled". Both of these methods of disposition are reported on line 2. (See Sec. D, Line 2, "Uncontested/Default/Settled:)

CIRCUIT COURT CASELOAD QUESTION AND ANSWER

Disposition: Juvenile

- **Designated Cases**

Q **Can DJ cases be transferred before adjudication?**

A The law does not provide for a transfer prior to adjudication in DJ cases. During CRS training, transfer was indicated as a method of disposition in the caseload reporting instructions. After reviewing the court rule, that method of disposition was removed.

Q **When the prosecutor originally designates a case and it is opened under DJ, then the prosecutor retracts the designation, would it be counted as a case type change?**

A Under the DJ code, the method of disposition would be a case type code change and the case would then be opened under DL.

Juveniles/Children in Court System

- **Child Protective Proceedings**

Q **In counting the total number of children who have had prior court jurisdiction under child protective proceedings, would I count prior jurisdiction only if it was in the court where the action is currently being filed?**

A No. The total number reported is for prior jurisdiction in **any** court if you have knowledge of the prior jurisdiction. FIA has a Central Registry which alerts them to prior jurisdiction and they would likely advise the court of the prior jurisdiction.

- **Juvenile Proceedings**

Q **Do you count juveniles who are placed on the consent calendar in the section requesting the number of juveniles in the system?**

A Yes. Although they are not actually wards of the court, they are under court supervision.

Q In the section for reporting the number of juveniles in the system, how would I count a juvenile who has been under the supervision of FIA and the court in the same quarter? Would I count him/her in both places?

A No. Only the most current status is reported.

Q If there is a pending adjudication on a juvenile who is currently under FIA or court supervision, would he/she be counted in the section for reporting the number of juveniles in the system?

A No. Count only the number of juveniles who are **not** currently under FIA or court supervision.

Q If a juvenile is incarcerated in jail or prison as the result of a DJ case and a DL petition is pending on that same juvenile, would the DL case be reported as a "Pending Adjudication" in the section for reporting the number of juvenile in the system?

A Yes. This would be counted as a pending adjudication, because he/she is not under FIA or court supervision when incarcerated under a DJ case.

Q If a case involving a juvenile is waived to circuit court (FJ case type) and subsequently results in a disposition under the juvenile code, would the juvenile be counted in the section for reporting the number of juveniles in the system?

A Yes, either as FIA or court supervised as appropriate.

Q If a juvenile is sentenced as an adult in a DJ case and the prison sentence is deferred, resulting in juvenile probation, is he/she counted in the section for reporting the number of juveniles in the system?

A Yes.